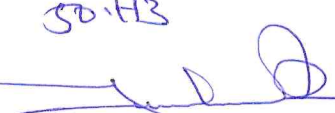


SD:HS


19-08-2024



VACANCY

CASUAL DRIVER- JUBA

Finnish Refugee Council (FRC) / Suomen Pakolaisapu (<https://pakolaisapu.fi/en/>) is a Finnish non-governmental organisation with HQ in Helsinki. The Finnish Refugee Council advocates for the rights of refugees, displaced populations and migrants, and supports them for a new beginning. By reinforcing equity and creating opportunities for everyone to lead a decent life, FRC supports the establishment of fair and equal societies.

FRC interventions place emphasis on the empowerment of the most vulnerable members of societies as well as for community-based organisations, thus strengthening basic democratic structures. Humanitarian assistance, protection of the most vulnerable, particularly women and girls, among the forcibly displaced and the most vulnerable among the host communities is key to FRC.

FRC is registered under the Relief and Rehabilitation Commission (RRC) and accorded legal personality with Reg. No. 5128 on 8th of November 2023 as International Organisation.

Finnish Refugee Council seeks to recruit a casual driver to support its activities within Juba City. The Driver will be tasked with facilitating and coordinating smooth transportation/movement of all staff and goods in and around Juba. This includes ensuring proper maintenance of the assigned vehicle, adhering to FRC policies and procedures and GoSS traffic laws. This position will demand a highly motivated, detail-oriented individual who will be able to solve challenges as they arise. S/he will be required to be an active team player who will support FRC from knowledge and experience gained through at least 2–5 years' experience in the transport and logistics sector, driving Four Wheel Manual vehicles.

Responsibilities

- Provide transport service to FRC staff, visitors and other guests as per instructions.
- Ensure that FRC vehicle policy is strictly adhered to in vehicle management.
- Keep the assigned vehicle clean and ensure that it is properly handled, always kept in good condition and usable.
- Implement daily, weekly, and monthly vehicle maintenance checks and work alongside Admin Officer to have all vehicles maintained in a safe working condition
- Keep note and timely report, in writing, to the Admin. Officer on the vehicle routine maintenance/service.
- Monitor that the fuel consumption remains within the estimated rate per kilometer covered and report any irregularities.
- Keep proper, correctly and neatly recorded vehicle log sheets and submit to the supervisor monthly for review, checking and feedback.
- Ensure that vehicle is used for the intended/assigned purpose in accordance with prior authorization by the supervisor.
- Ensure the vehicle is safe for usage always including proper functioning and adherence to use of safety belts by all occupants onboard.
- Follow all driving safety regulations while driving and observe all traffic rules.
- Timely, accurate reporting in writing on any maintenance needs (minor/major) to the supervisor.
- Report any accident immediately to the supervisor as appropriate.
- Ensure that the car is always equipped with First Aid kit



- Follow-up vehicle related issues with the police and insurance companies as per instructions
- Assist in Loading of Cargo at Airstrip, office and partners/vendor warehouses.
- Deliver messages/post to other offices like MoL, CID, RRC as per instructions.
- Assume other relevant responsibilities as instructed by supervisor.

Qualifications and Competencies

- South Sudanese National with at least secondary school certificate.
- Must Have a Valid Driving Licence issued by South Sudan government.
- Continuous driving experience of 2-5 years – preferably with NGO or UN Agencies.
- A Qualification and experience in Vehicle repairs and maintenance would be added advantage.
- Strong knowledge of routes and locations in Juba.
- Flexible in terms of working hours.
- Ability to communicate in English Language.
- Good human relation skills.
- Basic First Aid Skills.
- Commitment to FRC's values and Humanitarian Principles.

Duration of assignment

6 months; the start date of the assignment is 30th Sept 2024.

Duty Station: Juba

Contact: Applications (CV and cover letter) should be sent to recruitment.southsudan@refugeecouncil.fi OR hand delivery to FRC/DCA office opposite Nile Fortune Hotel, TongPing, Juba Na Bari, by **September 9th, 2024**. Interviews will be tentatively held few days after closing date of advert.

Please include in your cover letter:

- Your gross salary request.
- Contact details (email and telephone) of 3 professional reference persons.

Do not include Originals of any certificate at this stage.

Only shortlisted candidates will be contacted.

Everyone applying must comply with FRC Code of Conduct, and all FRC policies (e.g., on Prevention of Sexual Exploitation, Abuse and Harassment, Gender Equality, HR, Conflict of Interest and Anti-Fraud and Anti-Corruption).

Commitment to Gender, Equality, Diversity, and Inclusion: FRC is committed to creating a diverse, inclusive, respectful, and safe work environment where all persons are treated fairly, with dignity and respect. FRC expressly prohibits and will not tolerate discrimination, harassment, retaliation, or bullying in any work setting.

