

Position	Driver	Publication Date	03-08-2026
Reference of the offer	Full-Time	Closing Date	20-08-2026
Location	Juba	Starting date	ASAP
Duration	6 Months	Extension	Subject to Funding
Vacancies	1	Type of contract	Fixed Term
Acted Base	Juba, Head Office	Status	Non-Relocatable

About Acted

Since 1993, as an international non-governmental organization, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: Acted's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, Acted is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries.

www.acted.org

In South Sudan, Acted intervenes since 2007 in the following areas: Greater Bahr El Ghazal, Greater Upper Nile and Greater Bahr El Ghazal regions on following issues: Food security & Livelihoods, WASH, CCCM, Shelter/NFI, Infrastructure, DRR and Climate Change.

Context of the position and key challenges

Main objective

The Driver will be tasked with facilitating and coordinating smooth transportation/movement of all staff and goods. This involves ensuring proper maintenance of the assigned vehicle, adhering to ACTED policies & procedures, most importantly Government of South Sudan traffic laws. This position demands a highly motivated, detail oriented individual who will be able to resolve challenges as they arise. Driver will be required to be an active team player who will improve current systems from knowledge and experience.

Key roles and responsibilities

RESPONSIBILITIES

The driver must ensure that:

- Responsible for pickups and drop offs of staff to and from the office and defined locations.
- Drivers are responsible for the safety of their passengers
- Drivers confirm and guarantee the whereabouts of their assigned passengers if alternate arrangements for their transportation are made.
- If a scheduled passenger is not at the predetermined location, driver must remain at location and report to base immediately.

Equipment Checklists

He must have to see that;

- Complete daily equipment checklist every morning before departure and inform Fleet Officer of any issues.
- Held responsible for all of the equipment inside their vehicle.
- The drivers must complete daily vehicle maintenance checklist every morning before departure and inform senior driver of any issues.

Staying with your vehicle- he must ensure that;

- When in the field, drivers must remain with their vehicles at all times
- When inside acted compound, driver must remain within sight of their vehicle during working hours
- When inside Partner Compound, driver must remain near vehicle and capable of radio operation
- During any security situation when outside of acted compound, driver must remain in vehicle and ready for reporting and communication until instructed otherwise

Reporting**Accident Reporting**

- Report any accident involving an acted vehicle to Juba (Capital Office) and await further instruction.
- Driver or passenger must complete a SIR (located in vehicle document pouch) at the scene of the accident

Mechanical and Security Reporting

- Mechanical Failure (including flat tires) and any relevant Security Situation must also be reported immediately to the transport officer

For operation purpose the Driver can be requested occasionally to fulfil other task or responsibility.

Required qualifications and technical expertise**Education and experience**

- Secondary school education is required. A certificate in Motor Vehicle Mechanics or Automotive Engineering from a recognized technical institution is an added advantage.
- Valid South Sudan driver's license;
- Qualified to write logbook and other official documents or any related Field of Vehicle Mechanic and Driving;
- Experience from working as a Driver Mechanic and/or Driver in a humanitarian/recovery context;
- At least 3 year and up to 5 years of experience in working as a Driver Mechanic/Driver in a humanitarian organization.
- Previous experience from working in complex and volatile contexts.

Technical skills

- Technical proficiency in vehicle maintenance;
- Excellent knowledge and respect of the South Sudanese Traffic Rules of the Road Safety;
- Good interpersonal skills, punctuality;
- Ability to work effectively in a multi-cultural team;

Key performance Indicators

- Always ensure safe driving, with zero preventable accidents and full compliance with road safety regulations.
- Conduct and document daily vehicle inspections before and after each trip.
- Maintain vehicle cleanliness, roadworthiness, and good condition at all times.
- Complete vehicle logbooks, fuel records, and trip sheets accurately and on time.
- Report any mechanical faults, accidents, or incidents immediately to the Logistics Department.
- Achieve 95% or higher on-time performance for assigned staff movements and field missions.



- Follow all acted security procedures, fleet management rules, and Code of Conduct.
- Demonstrate professionalism, punctuality, and good customer service when interacting with staff, partners, and visitors.

Conditions

B. PSEAH requirement blurbs

- Acted has a zero-tolerance approach to sexual exploitation, abuse and harassment (SEAH) and strives to recruit those who share our values.
- All potential candidates will be subject to a pre-employment check that includes satisfactory references, screening, and criminal checks in line with legal requirements.
- All candidates who have been offered a position will sign and respect Acted's Code of Conduct and related policies as part of their work contract. All staff are expected to abide by the standards of behaviour outlined in those documents.
- Managers will have a special responsibility to foster a safe environment.
- Misconduct can lead to serious disciplinary sanctions.

WHILE ACTED REMAINS RELIANTLY AN EQUAL OPPORTUNITY EMPLOYER, ACTED EQUALLY ENCOURAGES WOMEN TO APPLY.

How to apply

- Applications must be submitted in English attached with a cover letter, CV with 3 professional referees, copies of certificates and recommendations and three referees.
- Please send your application
 - In person: **Hand-deliver** to Acted Office (Techno Apartments, Plot 137 Hai Malakal along Cenema – Konyokonyo road, Juba- South Sudan)
 - By e-mail: Please, in the subject line, write "Logistics Assistant, Juba" and send to ssd.recruitment@acted.org
- Application deadline is Thursday 20th August 2026 by 4:30PM
- A detailed review of all applications will be conducted. Those who meet the criteria shall be contacted for the qualification assessments to determine final selection.

Please note, as this position is urgent, shortlist and interview may be conducted on rolling basis.

