



**COMMUNITY  
SUPPORT INITIATIVE**  
"IF YOU SEE A NEED, TAKE THE LEAD"

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**JOB ADVERTISEMENT**

Organization	Community Support Initiative (CSI)
Job title	Driver
NO: Positions	One (1)
Duty Station	Bor South County, Jonglei Sate
Contract Type	Full-Time
Tenure of Contract	9 months (including a three-month probation period)
Application Opening Date	26 <sup>th</sup> February 2026 (14 working days)
Application Deadline	18 <sup>th</sup> March 2026
Reports to	Procurement and Logistics Officer
Staff directly reporting to this position.	N/A



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Approved  
D.D.  
26/2/2026

**About Community Support Initiative (CSI)**

Community Support Initiative (CSI) is an indigenous South Sudanese humanitarian, relief and development non-governmental organization dedicated to empowering vulnerable populations affected by poverty, conflict, and disasters to live with dignity and resilience. Established in 2012, CSI delivers both emergency response and long-term development programming targeting refugees, internally displaced persons (IDPs), returnees, and host communities across South Sudan.

CSI currently operates in six states, implementing integrated, community-driven interventions that promote self-reliance, resilience, and sustainable recovery. The organization's thematic focus areas include Education, Food Security and Livelihoods (FSL), Health, Shelter and Non-Food Items (NFIs), Human Rights and Access to Justice, Women and Youth Empowerment, WASH, Nutrition, Protection (including Child Protection, GBV, and Mental Health and Psychosocial Support), Peacebuilding, and Climate Change Adaptation.

**Purpose of this role**

The primary purpose of a Mechanic Driver/Driver Mechanic is to combine professional driving services with on-site technical maintenance to ensure a fleet remains safe, reliable, and operational. This hybrid role is imperative in CSI organizations that is responsible for managing her vehicles.



## Key Roles and Responsibilities

- Handle and drive the organization vehicle in manner that conform to ethics stipulated by the organization.
- Facilitate the Repairing tyres and fixing the wheels of motors vehicle in the organization.
- Ensure that record of fuel usage, engine oil and other lubricants is regularly done in the logbook.
- Willing to check and repair some minor breakdown and report the major ones to the mechanic or authorities in concern.
- Aid mechanic when working on any motor vehicle.
- Check the pressure of all motor vehicle and motor cycles.
- Keep an eye on the organization spare for motor vehicle.
- Flexibility to clean a motor Vehicle assign to he/she
- Should display diligence, honesty, responsibility and transparency when time entrusted with some duties like being send on a trip to transport and take care of boarders customary and road expenses.
- Report immediately to the authorities concern any accident or incident in which organization motor vehicle is involved.
- Ensure rigorous lubricant is done.
- Check all motor vehicle engine oil and fuel every morning before igniting it and move to the field.
- Ensure safety procedures concerning riding and driving speed are observed at all time.
- Any other duties assigned by the immediate supervisors.

### 5. Reporting and Documentation

- Prepare timely Daily, weekly, monthly, and quarterly reports.

### 6. Compliance and Safeguarding

- Ensure adherence to CSI policies, donor regulations, and safeguarding standards.
- Mainstream gender equality, protection, and inclusion across activities.
- Uphold ethical conduct and accountability principles.



## Required Qualifications and Experience

- Senior four certificate or a related qualification with at least 5 years of relevant experience as a minimum expectation.
- Trained as a car mechanic driver will be an added value/ advantage.
- Experience working in humanitarian or development contexts with various and local populations.
- Mult skilled mechanic driver on all type of vehicles

## Core Competencies

- Team player with proven ability to work and interact with people from other cultures other than his own



- Ready to work under hard or no supervision even during the circumstances of insecurity.
- Honesty, diligent and transparency.
- personal stigma handles long hours driving demands and potential stress
- Time management
- professionalism
- prioritizing the safety of staffs and himself.

### Languages

- Fluency in English (written and spoken) is required.
- Knowledge of local languages is an added advantage.

### How to Apply

Interested candidates should submit:

- Cover letter
- Updated CV (maximum three pages)
- Copies of academic certificates
- Contact details of three professional referees

This position is strictly open to South Sudanese who are well conversant with Yei River County local areas and competent women applicants are strongly encouraged and urged to apply as they compete freely with their counterparts.

### Send applications to:

- **Human Resource & Admin Officer**, Community Support Initiative (CSI).
- Applications can send via email to [info@csi-ss.org](mailto:info@csi-ss.org), copy to; [aguekpaul@csi-ss.org](mailto:aguekpaul@csi-ss.org)
- Hard copies can be submitted to CSI Office in Juba at Plot No.49, 1st class Hai Malakal Opp Former Equity Bank Malakia in Juba and **at Pakwau Bor South County CSI field Office Jonglei State, South Sudan.**

### Subject Line: Application – Mechanic driver

### Equal Opportunity Statement

Community Support Initiative (CSI) is an equal opportunity employer committed to diversity, inclusion, and safeguarding. Qualified women, youth, and persons with disabilities are strongly encouraged to apply. CSI maintains zero tolerance for sexual exploitation, abuse, and harassment.

**GOOD LUCK!!!**

