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MLPSE/HAD
HAD
14/5/2020



ACROSS AFRICA DEVELOPMENT ORGANIZATION

JOB VACANCY

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| Job Title: | Senior Driver |
| Location of Position | Juba, South Sudan with frequent fields travelling |
| Position Reports to: | Head of OPERATION |
| Position Opened for | South Sudanese only |
| Desired Start Date: | ASAP |
| Deadline: | June 3rd 2020 |

Organizational Background

AADO is an indigenous non - governmental organization legally registered in South Sudan. AADO was established in 2018 by volunteer professionals in South Sudan as a private, voluntary, nonpolitical, and nonsectarian organization. AADO national office is situated in Hai Munuki block C along the Mia Saba road. Our current operations are focused in Eastern, Central, Western Equatorial, Jonglei and Upper Nile State. AADO is responsive, accountable, and committed to sanctity of life and dignified wellbeing for all. We are dedicated to saving lives and relieving suffering through capacity building, emergency response mechanisms, and development programming.

In 2018 AADO opened its operations in South Sudan through partnership with other established organizations, government and county departments, and with network of private sector actors. Critical to its grassroots work is the invaluable collaboration with local and community structures including village health committees, community health and animal health workers, gender and child protection committees, extension workers, and WASH promoters. These structures have enabled AADO to competently provide community-tailored health care services, food security and livelihoods interventions, Protection support, and WASH services to underserved communities.

Essential Job duties / Scope of Work:

- Drive vehicle for official travel and business, or as requested by supervisor(s);
- Ensure punctuality and safe transport;
- Ensure that safe driving practices are adhered to including local driving codes and internally agreed standards.



- Ensure vehicle is kept secure, clean, tidy and in good working condition at all times
- Ensure vehicle is given regular/day-to-day maintenance checks: check oil, water, battery, brakes, tires, etc.
- Ensure vehicle repairs are carried out properly by official manufacturers specifications;
- Prepare and submit vehicle monitoring report, including records of vehicle operations, maintenance, expenses, mileage, at end of each month;
- Car Logbook maintenance - Log official trips, daily mileage, gas consumption, oil changes, etc.
- Actively Promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within Across Africa Development Organization and amongst beneficiaries served by Across Africa Development Organization

Requirements:

- Valid Driver's license and an excellent driving record;
- Minimum 3-5 years of previous driving experience preferred;
- Excellent English & Arabic communication skills and strong interpersonal skills;
- Ability to follow directions in a fast-paced environment;
- Able to handle the physical demands representative of those an employee encounters while performing the essential functions of this job.

APPLICATION PROCESS:

Please send a detailed CV and Cover Letter to with the Subject: Senior Driver Officer to: **Head of Operation at email, Shifrah.haidar@gmail.com or Haidar@aafdo.org or Hand Delivered to our Juba Head Office** Located on Mia-Saba road just 5meters between Royal sport betting and JS sport betting during our working hours from 8:00 Am-1:00 Pm or else contact the number: 0927145444 for more information.

NB:

- **Female Candidates are strongly encouraged to apply**
- **Applications not clearly addressed will not be regarded**

Only Shortlisted Candidates will be contacted for interview.

