



Job Title:	Driver (02 Positions)
Location:	Juba-Head Office
Reports to:	Operations Manager
Recruitment Type	Local recruitment
Posting Date	28 July 2021
Closing Date	20 Aug 2021

General Programme Description

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 14 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. GOAL is committed to work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage.

Job Purpose

The purpose of this Job is to drive organisation Vehicle based on the movement plans and requests and assignments.

Main Duties & Responsibilities

- Provide transport in support of different program activities, as required by the Operations Manager.
- Drive organisation vehicle within the required speed limit as per the traffic & road safety regulation.
- Ensure that vehicle movements are based on the movement plan as indicated on the board.
- Observe all traffic laws, show consideration for other road users and pedestrians and respect road conditions.
- Ensure that all on boarding passengers in the vehicle observe the safety measures put in place and if passengers refuse to follow the safety regulations, the driver is not to start the engine and report the incident to his/her supervisor.
- Drive with due care the vehicles so as not to cause damage to vehicle body or engine.
- Keep trip log, noting kilometres and location when refuelling and at the end of the day
- Do vehicle inventory check as per Vehicle Logbook at the start of every shift.
- Vehicle to be returned to the GOAL compound at the end of each day.
- Keep driving license current and inform their supervisor of any change in the driving license status.
- Check the vehicle to be used before use and to report to the transport logistician any faults or problems with the vehicles on timely basis.
- The driver is responsible for cleaning their vehicle, inside and out, after every shift.
- Respond to the instructions of operations manager in relation to the care, maintenance and repair issues relating to the assigned vehicle.
- Report daily to the logistics manager for assignments.
- Work as allocated on the driver duty roster including nights and weekends.
- In the event of an accident involving a vehicle under the driver's care, the driver is required to prepare a full incident report, which is then presented to the logistics coordinator.
- Ensure that GOAL vehicles only carry authorized passengers and that when authorized to carry non-GOAL staff that the passengers sign the appropriate disclaimers.
- When transporting goods, sign packing list/Delivery Docket for goods being transported, get consignee to sign packing list/DD for receipt on delivery and give signed packing list/DD to cargo officer on return.
- Ensure the necessary documentation, tool kits in addition to emergency and repair equipment is carried in the vehicle at all times and they are well secured from unauthorized picking.

- Ensure that the assigned vehicle is kept in good mechanical condition following standard SOPs for fleets.
- Any duties as requested by the Logistics Manager.

Requirements (Person Specification)

- Valid South Sudan driving licence with at least 3 years driving experience with reputable organisation preferably NGO.
- At least secondary school level of education qualification.
- Good command of English Language.
- Motivated, hard-working and trustworthy
- Flexible and willing to support others
- Experience in four-wheel drive vehicles
- Basic knowledge of simple motor vehicle mechanics.
- Defensive driving skills is an added advantage
- Knowledge of administering basic first aid is an added advantage



Equal Opportunities

GOAL does not discriminate because of ethnic background, colour, age, disability, marital status, religion, or gender. **interested and qualified females are strongly encouraged to apply.**

Safeguarding

Children and vulnerable adults who meet GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

HOW TO APPLY

Interested and qualified candidate should submit hard copies of their applications addressed to the Human Resource Department GOAL South Sudan Head Office located along Kololo Road, Juba nabari Residential Area.

Please note that only shortlisted candidates will be contacted.

Goal HR