



INTERNATIONAL MEDICAL CORPS

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JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

Job Title:	Driver (01)
Country Program:	South Sudan
Location of Position:	Kajo Keji, South Sudan.
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	01/May/2021
Advertised date	09/April/2021
Closing Date for Applications:	29/April/2021

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

JOB REQUIREMENTS

Required Skills, Knowledge & Abilities

- Drive vehicles for official travel and business or as requested by the supervisor(s).
- Ensure Punctuality and safe transport.



- Ensure that safe driving practices are adhered to including local driving codes and internally agreed standard.
- Ensure vehicles is kept secure, clean, and 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 the official manufacturer's specifications.
- Prepare and submit vehicle monitoring report, including records of vehicle operation, Maintenance, expenses, mileages at the end of each months etc.
- Car logbook maintenance – Log official trips, daily mileages gas consumption, oil changes etc.
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standard within international Medical Corps and amongst beneficiaries served by International Medical Corps. -
- Perform any other duty as may be assigned by the line manager

Competencies & Requirements

- Secondary or primary leaving certificate from well registered secondary and primary school.
- Two years of increasingly experience in driving INGO vehicles.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Stress management skills and time management skills
- Must maintain strict confidentiality and must demonstrate sound work ethics in performing the duties of the driver.

Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps

Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics



standards and adheres to those standards. Conducts work with the highest level of integrity.

Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Juba Head Office Plot # 1. Block C West, 3rd Class, Nimra Talata, Near Basketball Stadium, Juba Town, Central Equatoria

Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

Closing date for receiving application: 29/April/2021

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.

*Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com.
Please do not submit your CV or application to this website, it will not be considered for review*

