



**The Republic of South Sudan**  
**Ministry of Gender, Child and Social Welfare (MGCSW)**  
**Project Management Unit (SPCU)**  
**Request for Expression of Interest (REOI)**

Date: 26<sup>th</sup> February 2025  
Ref; SS-MGCSW-341234-CS-INDV

Dear Sir/Madam,

Ref: **CALL FOR APPLICATIONS FOR POSITION OF PROJECT DRIVER:**

Country:	Republic of South Sudan
Name of Project:	Productive Safety Net for Social Economic Opportunities (SNSOP)
Project ID:	P 177663
Assignment Title:	Project Driver (Individual Consultant) Support Service.
Reference No.:	SS-MGCSW - 341234- CS-INDV
Place of Assignment:	Juba, South Sudan

**Background:**

The Government of South Sudan (GoSS) has received financing from the World Bank towards the cost of the Productive Safety Net for Socioeconomic Opportunities Project (SNSOP). The project is jointly implemented by the Ministry of Agriculture and Food Security (MAFS) and the Ministry of Gender, Child and Social Welfare (MGCSW).

Ministry of Gender, Child and Social Welfare (MGCSW) intends to use a portion of the proceeds of grants to fund the position of Individual Project Driver to support the project operations of the Productive Safety Net for Social Economic Opportunities (SNSOP) Under MGCSW -PMU.

The Ministry of Gender, Child and Social Welfare (MGCSW) Project Management Unit (MGCSW-PMU) invites applications from suitable Individual South Sudanese nationals to provide support service as Project Driver for the SNSOP as per the Scope of work or Terms of Reference here in.



## Application Process.

Please submit resume or CV, Cover Letter and copy of Veiled Driving license in a PDF format through the E-mail: [recruitmentsouthsudan.spcu@gmail.com](mailto:recruitmentsouthsudan.spcu@gmail.com) **OR** Hard copies be hand delivered in a sealed envelope to the Ministry of Gender Child & Social Welfare - PMU office located at Juba nabari, near the Indian Embassy-Tongping Area, marked clearly as – “**Application for the Position of Project Driver**. The deadline for submission is **19<sup>th</sup> March 2025 at 5.00 P.M** (South Sudan Time), application submitted/delivered after the deadline/time indicated will **NOT** be accepted & the application should be addressed to:

**Attention: Ag: Program Director**  
**Single Project Coordination Unit (SPCU)**  
**Ministry of Agriculture and Food Security (MAFS),**  
**Ministries Complex, Juab- South Sudan.**



### Annex 1.

#### **TERMS OF REFERENCE FOR THE POSITION OF PROJECT DRIVER**

<b>Post Title</b>	<b>Project Driver (1) post</b>
<b>Reference No</b>	<b>SS-MGCSW-341234-CS-INDV</b>
<b>Type of Appointment</b>	<b>Support Staff</b>
<b>Duration</b>	<b>12 months (subject to renewal annually based upon satisfactory performance)</b>
<b>Duty Station</b>	<b>Project Management Unit (PMU) - Juba South Sudan</b>

### 1.0 BACKGROUND:

SNSOP is a World Bank (WB) funded project which is being implemented by the Ministry of Agriculture and Food Security (MAFS) and the Ministry of Gender, Child and Social Welfare (MGCSW). The MAFS is the lead implementing agency responsible for overall implementation, fiduciary, Environment and Social Framework (ESF) compliance for the project through the established Project Management Unit (PMU). The MAFS has strong previous experience in implementing several WB funded projects including the Safety Net and Skills Development Project (SNSDP) with day-to-day oversight and management. MGCSW implements activities under Component 3 of the project and actively participates in the implementation, monitoring,





and supervision. is the project has established a PMU at the MGCSW which will allow the ministry to build capacity for future project implementation. The PMUs in MAFS and MGCSW work closely in the project implementation, monitoring and evaluation.

## **2.0 The Project Development Objective:**

The Project Development Objectives (PDO) are to provide cash transfers and access to income generating opportunities and strengthen the National Safety Net Delivery System.

## **3.0 Project Components:**

The SNSOP will be achieved through four components which are: (i) Cash Transfers and Complementary Social Measures; (ii) Provision of Economic Opportunities; (iii) Strengthened Institutional Capacity and Social Protection System; and (iv) Project Management, M&E, and Knowledge Generation.

## **4.0 OBJECTIVE OF THE ASSIGNMENT**

The objective of the assignment is to facilitate transportation of staff to office, other official duties and to their destinations in a safe and comfortable fashion. To this end, Ministry of Gender, Child and Social Welfare (MGCSW) Under Component 3 seeks to use a portion of the project funds to finance the position of the driver who will support the project staff at the MGCSW PMU.

## **5.0 KEY RESPONSIBILITIES**

Under the directives and supervision of the PMU Office Administrator, the incumbent will perform the following duties:

- Drives PMU staff for official related duties and missions
- Receive official personnels at the airport and facilitate their movement within the State and Counties
- Collects and delivers mail or documents when required
- Responsible for the day-to-day maintenance of the assigned vehicle,
- Checks oil, water, battery, brakes, tires etc., performs minor repairs and arranges for other repairs and ensures that the vehicle is always kept clean.
- Logs official trips, daily mileage, gas consumption, oil changes, greasing etc.
- Respect traffic rules and regulations.
- Ensure that the steps required by rules and regulations are taken in case of involvement in accident and write incident report.
- Must be punctual in reporting to duty and work as a team
- Timely report on vehicle service and insurance needs to the supervisor or relevant personnel
- Performs other duties as assigned by the supervisor or his or her designate



## **6.0 KNOWLEDGE/EXPERIENCE, QUALIFICATIONS/SKILLS AND ABILITIES REQUIRED**

### **6.1 Knowledge/Experience**

- A minimum of six (6) years of experience as a professional driver, safe driving record with no incidents.
- Previous working experience with Government, Development Partners, UN/INGOs will be an added advantage.
- Driver's license, knowledge of driving rules and regulations and skills in minor vehicle repair, initiative and discretion and at least B, C and D Category driving license

### **6.2 Qualifications/Skills**

- Primary education certificate required, and a High School Certificate or Secondary School Certificate will be an added advantage
- Ability to speak and write in English, and speak local dialects or Juba Arabic
- Mechanical skills will be an added advantage

### **6.3 Abilities**

- Ability to communicate effectively with people of various cultures and disciplines.
- Ability to report timely to meet office working hours.
- Ability to work under pressure in a busy environment

## **7.0 Reporting line:**

The Driver will directly report to the Office Administrator of the PMU and the overall supervision of the Deputy Project Manager and the Project Manager.

## **8.0 Duty Station:**

The duty station will be Ministry of Gender, Child and Social welfare (MGCSW) PMU –Juba South Sudan where the SNSOP Project Team is based.

## **9.0 Period of Assignment**

The assignment is for 12 months and may be extended upon needs and availability of Budget.

