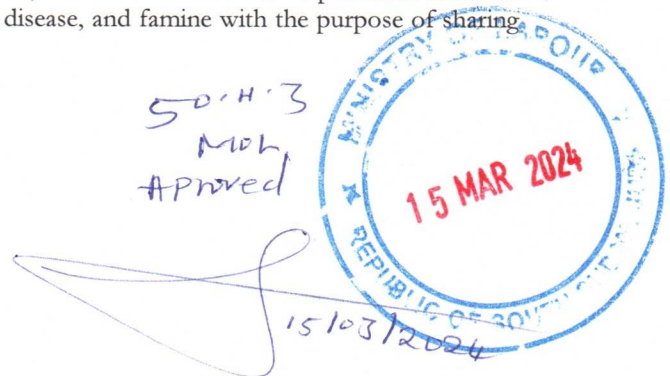


Internal/External Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ.

Vacancy: Assistant Mechanic
Reports to: Logistics Officer
Duty Station: Maiwut
Start Date: April 15, 2024
Posting date: March 15, 2024
Deadline of Application: April 4, 2024



SUMMARY OF THE POSITION

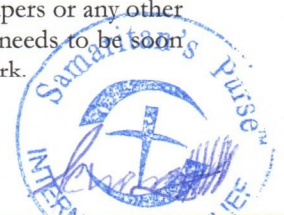
The assistant mechanic will work under the supervision of logistics officer. He/she will be responsible for inspecting, servicing and repairing vehicles, generators and all machineries, connecting and maintaining electrification in Maiwut base. He/she will be in charge of monitoring base spare parts stock and all the consumable energy equipment and recommend to the supervisor immediately.

MAJOR DUTIES AND RESPONSIBILITIES

- Perform maintenance and repair service for SPSS vehicles to ensure they are in perfect condition for their use, in particular:
 - Ensure vehicles services are done on time, do all types of services to all vehicles. Test all vehicles after each service is concluded and before it assigned back for operation.
 - Maintain vehicle functional condition by listening to operational complaints, conducting inspection repairing engine failures, injector pump, gear box and electrical systems malfunctions, replacing parts components, repairing body damage.
 - To keep records of repairs and servicing and to ensure **that** each vehicle is service every 3000kms. to fit services sticker on log book to remind drivers of the next service due.
 - Perform maintenance according to the instructions in the logbook.
 - Keep record of vehicle's driver remarks, and carry out repairs if needed.
 - In the case of a breakdown, make a diagnosis, inform the line manager and carry out any repairs needed.
 - Carry out repair works of other mechanical equipment. Fill in service, repair or vehicle log book
- Responsible for managing vehicle parking space, fuel quality and handling
- Performing electrical maintenance, repair, connection and dismantling
- When need be, perform the duties of a driver on normal working days or as maybe requested to do so by the supervisor.
- Undertakes welding, fabrication, mechanical or machining work as required.
- Ensure workshop is adequately equipped with safety tools and toolbox is kept clean.
- Produce weekly/monthly report on the vehicle parts.

Vehicle documentation

- Fill in logbook regarding services, spare parts, repairs and maintenance carried out in each vehicle.
- Follow up the validity of all documents (annual inspections, insurance, registration papers or any other required documents) and report to the line manager if any document is missing or needs to be soon renewed. Fill in record sheets of all motorised machinery after each maintenance work.



Spare parts stock and supply

- In collaboration with inventory officer, manage the stock of vehicle consumable items, spare parts and filling in the stock cards, carrying out a physical stock inventory, making any orders necessary for renewing the stock, avoiding any shortage and ensuring security stocks.
- Collaborates and assists the logistics officer in purchase of the quality spare parts, fuel, and lubricants when required.
- Maintain vehicles and generators parts inventory. Keeps supplies ready by inventorying stock, documenting use, and placing orders for both vehicles and generators. Must keep specific part numbers and recommended brands.

Others

- Be responsible of the equipment and tools, checking they are correctly and safely used, maintaining and renewing them when necessary, keeping the inventory updated.
- Report to the line manager any problem related to **SP** vehicles.
- Assist in briefing or training of drivers and other staffs in proper operation of vehicles

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

PREFERRED SKILLS/QUALIFICATIONS:

- Excellent written and spoken English
- Ability to speak Arabic or Nuer preferred
- Demonstrate 4 years of mechanical experience in field-level work with INGOs
- Ability to repair 30Kva generator, King max, Quadbike, motorbike and vehicles
- Good traffic record and good knowledge of wiring
- Certified and valid general driver's license issued by SSNPS
- Demonstrated flexibility and adaptability in an ever-changing environment
- Should possess strong physical and mental ability



Samaritan's Purse has “Zero Tolerance approach” to Sexual exploitation and abuse and does not allow any partner supplier subcontractor, agent or any individual engaged by Samaritans Purse to engage in any form of sexual abuse or exploitation against Vulnerable or other adult’s associating with its work.

How to apply: Address your application to HR Department – Samaritan’s Purse International, Juba and submit your hard copy Cover Letters, CVs & Academic documents to SP Country Office situated in Hai Cinema next to Landmark Hotel or any nearby Samaritan’s purse base in the field locations by **April 4, 2024** before **5:00 PM**.

Only South Sudanese applicants will be considered for this position. Women are strongly encouraged to apply. Also, kindly know that application screening will be done on weekly basis due to urgent need for the position.

Applications can also be sent via email to: RecruitSouthSudan@samaritan.org.

We do appreciate your interest in working with us. However, only short-listed candidates will be contacted.

