

**Vacancy announcement**

**Mechanic Position to be based in Magwi/Pajok with frequently travel to Juba to maintain the DCA Country Offices Vehicles**

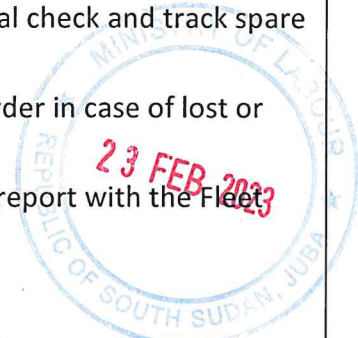
DanChurchAid is an International Non-Governmental Organization, based in Copenhagen, Denmark working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war.

In DCA we strive to secure high-quality standards for both our programme and support staff. The aim for our staff is to maintain a smooth running of the DCA Office with accountability, professionalism, and staff welfare as a priority, creating an efficient, open, and inspiring work environment for all.

DanChurchAid (DCA) South Sudan is looking for **Mechanic** to maintain the vehicles in a serviceable condition, coordinate and schedule vehicle maintenance repairs, include preventative, mechanical and electrical repair to DCAs vehicle fleet. The position is a (6) months position with the possibility of further extension subject to performance and availability of funding.

PURPOSE	INITIATE	<p><b>Mechanical workshop management.</b></p> <ul style="list-style-type: none"> <li>• Maximises the fleet efficiency and effectiveness through planned preventive maintenance, service, and repair in accordance with guidelines issued by the Fleet Officer or in accordance with manufacturer recommendations.</li> <li>• Full knowledge of the mechanical/electrical preventive maintenance, operation and repair of vehicles, generator, and equipment by the following brands of Vehicles (Toyota Harrier, Toyota Hilux, Toyota Landcruiser 4x4, Iveco truck with 8t Crane and Caspir Mercedes truck MPV (Mine Protective Vehicle), Quadbikes, Motorbikes, Motorized Canoes and Generators of various makes, brands and models.</li> <li>• Troubleshoot, Identifies, and lists spare parts required according to diagnose and ensures in collaboration with the Fleet Officer that required parts are supplied to workshop.</li> </ul>
---------	----------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>ENGAGEMENT</b></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>ALIGN</b></p>	<ul style="list-style-type: none"> <li>• Controls and ensures the use of genuine spare parts and quality of professional working methods in all aspects.</li> <li>• Carries out all repair, service, and maintenance work of all fleet in a qualified and secure manner aiming for maximum reliability and cost efficient.</li> <li>• Visit site when is required and do assessment and assistants to mechanical operations and supports assets.</li> <li>• Supervises and trains drivers to ensure the continuous capacity building.</li> <li>• Clean and apply lubricants to machinery components.</li> </ul> <p><b>Mechanical store management</b></p> <ul style="list-style-type: none"> <li>• Assist the Fleet Officer to conduct physical check and track spare parts in the Fleet store.</li> <li>• conduct physical check, track Tool and order in case of lost or damage.</li> <li>• Share monthly spare parts consumption report with the Fleet officer.</li> </ul> <p><b>Transport and Vehicle Management</b></p> <ul style="list-style-type: none"> <li>• Place log sheets for each vehicle and monitor records for accuracy and completeness for mileage tracking- and fuel consumption purposes.</li> </ul> <p><b>Fuel station management</b></p> <ul style="list-style-type: none"> <li>• Conduct physical and quality check for field fuel storage.</li> <li>• Compile field fuel vouchers and submit to the Fleet Officer for monthly report.</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>DELIVERY</b></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>DELIVER</b></p>	<p><b>Transport and Vehicle Management</b></p> <ul style="list-style-type: none"> <li>• Ensure that office/ Field vehicles are checked daily and road worthy before any assignment.</li> <li>• Liaise with Fleet Officer and facilitate for timely annual vehicle technical inspection.</li> <li>• Maintain data and update records of all vehicles.</li> <li>• Prepare reports of vehicle usage according to DCA guidelines monthly.</li> <li>• Ensuring that all drivers are briefed on and adhere to DCA policies and procedures</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>QUALIFICATION</b></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Masters/Degree/Certificate</b></p>	<ul style="list-style-type: none"> <li>• Diploma in Light Vehicle Maintenance and Repair Competence and A Bachelor of Science (BS) in automotive technology an added advantage</li> <li>• 3 years relevant experience in the field of Risk</li> <li>• A trained motor mechanic role with a garage.</li> <li>• Interest in working with partners (INGOs and NNGOs)</li> <li>• Skills in Automotive Mechanics</li> </ul>





All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities, or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy

DCA is an equal employer, so, we encourage women to apply, and this position is open only for South Sudanese national.

Interested candidates can apply through DCA link: [Mechanic - Intranet DCA \(emply.com\)](#),

**Deadline for application is March 14<sup>th</sup>, 2023.**

