

THE
CARTER CENTER



Vacancy Announcement
Drivers: Evening/Weekend Drivers (2 Positions)

The Carter Center (TCC) provides technical support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication and Trachoma Control programs. The Carter Center is currently seeking to recruit dynamic, qualified candidates for the Position of Drivers to be based in the rural locations of South Sudan.

Position Title: Evening/Weekend Drivers (2 Positions)

Duty Stations: Juba, South Sudan

Duration: Current- August 31st, 2022

Closing Date: July 08th, 2022

Probationary period: Three (3) Months

Job Purpose: The **Evening/Weekend Drivers** under the overall supervision of the Fleet Manager and Director-SSGWEP and under the direct supervision of the Hub OiC/SSGWEP Senior Program Officer will support field activities of community-based programs of the Ministry of Health - RSS supported by The Carter Center. The positions is based in Juba subject to mobility to field locations as necessary, and specific responsibilities will include:

Primary responsibilities of the position are to;

- Drive staff members and partners on office related matters/visits.
- Drive staffs to meetings and other government meetings as assigned.
- Collect and deliver official documents and letters.
- Check travel information both for nationals and internationals daily.
- While in the field, maintain radio/mobile phone contact with the base on a regular basis
- Keep accurate fuel consumption records and the vehicle's logbook up to date.
- Uses vehicle only with the authorisation of the Transport Manager/ Director of the SSGWEP and Senior Program Officer/Hub OIC.
- Follows all prescribed transportation policy.
- Clean vehicles (inside/outside) on a regular basis twice a week.
- Check oil, water, brakes and clutch fluids on a daily basis; tyre pressures, battery water, and overall vehicle condition on a daily basis.
- Report suspected mechanical problems, if possible before actual problems arise.
- Immediately report any involvement of the project/office vehicle in any, even minor accidents, or any damage or theft of equipment from the vehicle.
- Keep vehicles and car tools in a good technical condition and make small repairs.
- Tender first-aid kits in all vehicles.
- Timely report of necessary repairs or other need for maintenance.
- Makes scheduled mobile/satellite phone contacts with Juba and / or with all SSGWEP sub-office.
- Maintains accurate records of messages sent and received in the sat phone logbook.

- Perform other program duties as requested by the Hub OIC/SSGWEP Senior Program Officer, Fleet Manager, Director-SSGWEP and TCC-Country Representative.

Person Specifications:

- South Sudanese National
- Fluency in English and Arabic
- Clean and Valid Driving License approved by the Government of South Sudan
- Minimum qualification Completed High school, Tertiary training or Vocational training in Auto mechanic would be of an added advantage
- Mature personality and portrays a greater sense of humour
- 2 years previous work experience with a reputable institution, NGO preferred
- Willing to live and work in remote locations under basic conditions

Application deadline: 8th July 2022.

For Interested candidates, please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) Cover letter detailing how you qualify for this position addressed **to: HR Department** through email: **recruitment-ssd@cartercenter.org** (attachments in .doc or .pdf formats only) or

Hand Delivery through our office located at Hai Jebel Nyoka, Juba Town

