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South Sudan

giz

Coordination
Office

MINISTRY OF LABOUR · REPUBLIC OF SOUTH SUDAN, JUBA
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Thursday, November 18, 2021	
Internal and External Vacancy Advertisement	
Date Advertised:	**Friday, November 18,2021**
Deadline:	**Thursday, December 9, 2021**
POSITION (1):	**Driver (100%)**
Duty Station:	**Yambio**

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is based on a wealth of regional and technical expertise and on tried and tested management know-how. We are a German federal enterprise and offer workable, sustainable, and effective solutions in political, economic, and social change processes.

Most of our work is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). However, GIZ also operates on behalf of other German ministries and public and private bodies in Germany and abroad. These include governments of other countries, the European Commission, the United Nations, and the World Bank. We are equally committed to helping our clients in the private sector to attain their goals.

The GIZ Coordination Office Juba is urgently seeking 1 qualified South Sudanese candidate to fill the vacant position of a Driver in its Food Security and Management of Natural Resources in accordance with the terms and conditions below:

A. Responsibilities

The driver is responsible for

- Safely and responsibly performing all official travel using office vehicles
- Regularly servicing and taking good care of official project vehicles, motorbikes as well as solar system and generators
- Keeping track of all available information on road conditions, accessible routes and locations and adapting driving services accordingly
- Running official errands; assisting with other office work when not driving.

B. Tasks

The driver performs the following tasks:

1. Driving

- Providing passenger transport in an official car for office, project or programme staff, official visitors, and guests

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- Running errands for the project, programme, or office, e.g., sending letters and messages, paying bills and buying smaller quantities of office supplies
- Assisting with the transportation of goods
- Completing the vehicle log correctly and conscientiously in accordance with GIZ standards.
- Ensuring unrestricted availability of vehicles and immediate reporting of restrictions.

2. Service

- Regular cleaning of the interior and exterior of the vehicle(s)
- Checking oil, water, brakes and brake liquid, tyre pressure, battery levels, headlights and all other components of the vehicle (including checking the bodywork for dents) monthly and at every 5,000 km
- Keeping a vehicle log and recording monthly maintenance, assuming responsibility for the project vehicle documents and their good condition
- Calculating monthly petrol, oil, and lubricant consumption for the daily cash fund and for forwarding monthly vouchers to cost accounting
- Reporting need for service and carrying out minor repairs
- Immediate reporting of all involvement of project or office vehicles in accidents, including minor accidents, damage, loss or theft of vehicle fittings.

3. Knowledge management

- Compiling all available information (including current radio news on traffic conditions) to update daily knowledge of road conditions, current passable routes, and locations, and sharing this information with other office drivers
- Continuously revising and updating personal knowledge of driving codes.

4. Other duties/additional tasks

- Assisting other colleagues as needed in the project, programme, or office if there is no travel or chauffeur service pending, carrying out of other office work on request
- Executing logistic support activities and managing the logistics of the project
- Directing the movement of goods
- Coordinating the project supply chain
- Supporting the handling of minor project procurements
- Support the transportation/delivery, storage, and distribution process of project supplies.

B. Required qualifications, competencies, and experience

Qualifications
- Secondary school education
- Ability to read and write simple arithmetic/maintain vehicle logbook
- Good knowledge of the English language
- Holds a valid driver's license
- Excellent driving skills with some basic knowledge of mechanics to undertake minor repairs.

Professional experience
- At least 3-7 years of work experience as a driver with an INGO with respective references
- No involvement in major accidents in the past 3 years

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Other knowledge, additional competencies

- Strong work ethics including self-discipline, reliability, punctuality, and self-motivation
- Appropriate appearance and attire (possibly uniform, friendly manner with all passengers)
- Willingness to upskill as required by the tasks to be performed – corresponding measures will be agreed upon with management
- Ability to follow instructions and adhere to set rules
- Ability to remain calm in stressful driving situations

Application procedure:

Applicants should submit their CVs and cover letters declaring interest for the position to the YUWASCO office opposite Yambio State Secretariate or by email to **HR-Suedsudan@giz.de** Applicants must send their applications not later than Thursday, December 09, 2021 before 4:00PM.

Please note that all applications should be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s) and a copy of the national certificate.
Original documents will only be required for verification during interviews if requested.

NB:
The positions are open to South Sudanese citizen only. Only shortlisted candidates will be contacted for interviews.

Please read the requirements and the job description carefully and assess your eligibility before you apply.

Please ensure that you and your referees are reachable via the stated contact information during daytime.

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** provides equal employment opportunities to all, regardless of gender or disability. Qualified women are highly encouraged to apply.