



Date: 12<sup>th</sup> Sept 2022

### JOB ADVERTISEMENT:

Title:	Driver.
Duration:	6 Months with Possibility of Extension
Location:	Ezo County, Western Equatoria State.
Reporting To:	Logistics and Procurement Officer.
Opening Date:	12 <sup>th</sup> September 2022
Closing Date:	05 <sup>th</sup> October 2022



#### **About the organization:**

Hope Reviving Platform is a national organization that was formed by a group of enthusiastic young people who have the commitment and zeal to shape the future of South Sudanese communities by empowering and creating a lasting impact in the lives of women, youths and children through advocacy, peace building, education, conflict mitigation and sharing information through alliance building and networking. Hope Reviving Platform with support from Amref South Sudan is implementing a family planning project in Ezo County, WES with funding from UNFPA South Sudan and it seeks to recruit a field driver for this project.

#### **Position Summary:**

Reporting to the logistics and procurement officer, the driver will provide safe transport and logistics services for the project staff and family planning commodities. The driver will adhere to all traffic laws and HRP's safety and security rules, guidelines and policies. The driver will work closely with the all-project staff in Juba Main office and in the field office.

The driver will also receive security briefings and regularly coordinate with the supervisor, logistics and procurement officer in charge of safety and security for the organization. They will also be required to conduct trips outside of their primary duty station in support of the project implementation if need arise.

#### **Specific Job Duties and Responsibilities:**

The successful candidate will be expected to perform the following job duties.

1. Drive an assigned project vehicle defensively and adaptively.
2. Maintain vigilance to ensure safety and avoid danger.
3. Responsible for vehicle cleanliness and reporting/acting upon vehicle maintenance needs.
4. Perform daily and weekly safety and maintenance vehicle checks as described in the logistics and operation manual and report any fault or shortcomings immediately to the supervisor.
5. Adhere to all traffic laws of South Sudan and HRP's safety and security guidelines and procedures in driving including the prescribed proper placements of safety equipment like first aid kit, fire extinguisher, limiting speeds to between 60 and 80 km depending on road conditions, taking smoothest roads reasonably possible and other points contained in the logistics and operational manual or as prescribed by the supervisor.
6. Responsible for monitoring when the assigned vehicle needs servicing (Both as required per the vehicle needs)
7. Ensure that servicing records are updated and regularly provide the logistician in the main office with service records and kilometer logs.
8. Receive security briefings from the supervisor and provide transportation and road safety updates to logistician in the main office as needed and take necessary actions as advised by the supervisor.

9. Update the vehicle logbook on daily basis (movement, refueling, services and repair) and send to the logistics and procurement on weekly basis.
10. Provide data for the monthly report for the fuel and vehicle maintenance, e.g quantity of fuel consumed, kilometers driven during the month, services and repairs done including costs incurred.
11. Responsible for ensuring that no unauthorized passengers are permitted to enter the vehicle.
12. Provide professional atmosphere for all passengers while travelling.
13. Assist in other operations and logistic duties as assigned by the logistician and supervisor e.g office maintenance, purchase, transport of goods and errands.
14. Perform any other task as assigned by the supervisor.

#### Education and Certifications:

Completion of primary school level is preferred however applicants who have South Sudan certificate of secondary education or higher will be highly considered.

#### Key Position Competencies and Experience:

1. Minimum of three (3) years' experience as a driver in an international/national organization.
2. Hold a valid South Sudan driver's license.
3. Demonstrate ability to maintain vigilance to ensure safety and avoid danger.
4. Mechanical skills and practical knowledge required.
5. Communicate proficiently in both oral and written English and Arabic languages. Knowledge of Zande, French and Lingala will be an added advantage.
6. Excellent Knowledge of the surrounding areas (Ezo County), Western Equatoria State.
7. Strong interpersonal skills and ability to work calmly under high stress and in a very fast paced environment
8. Demonstrate problem solving skills and good judgement.
9. Must be timely, trustworthy and courteous to all passengers.
10. This position is only open to South Sudanese nationals.

#### Eligibility Of the Applicant:

1. Must be between 30 – 45 years of age.
2. Must not be a drug addict or a consumer and dealer in any form of necrotic drugs including possession, sale and consumption of drugs, alcohol and other illicit items.
3. Must have sound mind, free from seizures and epilepsy.
4. Have good vision and eye sight.
5. Have experience of driving in field locations with worst road conditions and environment within South Sudan.

#### Hope Reviving Platform Core Competencies:

1. Upholding ethical practices
2. Zero tolerance to human rights abuses
3. Honesty and transparency
4. Accountability
5. Inclusivity and sustainability
6. Reliable partnership.

#### Application Process:

To apply, please send your updated CV and cover letter as a (One) Single document and copies of your documents in support of your eligibility to the Human Resource Office, Hope Reviving Platform, Juba South Sudan or through mail via [hr@hoperevivingp.org](mailto:hr@hoperevivingp.org) Do not submit original documents as all submitted applications will **NOT** be returned.

The dateline for receiving application is on 05<sup>th</sup> October 2022 latest by 5:00 PM. **NO** applications, whatsoever will be received after the deadline. For directions to the office, call HRP's office phone on +211 929 663 737.

**Note:** Hope Reviving Platform is an equal employer and does not discriminate against anyone on the basis of gender, sex or political affiliations. Female Candidates are highly encouraged to apply.

