

CHESO SOUTH SUDAN,  
JUBA HEAD OFFICE,  
BLOCK B, PLOT 179, Thongpiny Area, Kololo Road,  
[www.chesosouthsudan.org](http://www.chesosouthsudan.org) // [info@chososouthsudan.org](mailto:info@chososouthsudan.org)



## VACANCY ANNOUNCEMENT

Job Title: Driver (01)

Location: Cueibet, Travel to other locations when required.

Reporting to: Administrative Assistant

Posting Date: 9<sup>th</sup> December 2024

Closing Date: 20<sup>th</sup> December 2024

CHESO has been operating since 2016 implementing emergency and humanitarian development programmes aimed at improving protection, quality of life and the promotion of rights to the vulnerable individuals including people with disabilities. CHESO is a South Sudanese locally led National Organization working with local communities to safeguard the life standards of the people affected in South Sudan. CHESO operate in Lakes State, Western Bhar el Gazal, Basic responses in Upper Nile and Central Equatoria providing adequate emergency services in Water Hygiene and Sanitation (WASH), Food Security and Livelihoods (FSL), Gender Based Violence in Emergency (GBViE), Child Protection in Emergency (CPiE), Education in Emergency (EiE), Peace building and Social Cohesion, Health and Nutrition and Women Economic Empowerment. CHESO assist vulnerable people with funding from United Nations Mission in South Sudan (UNMISS) through Quick Impact Projects (QiP), United Nation Children Fund (UNICEF) and International Non-governmental organizations in South Sudan, Embassy Consulates and Donor Communities. Since June 2016, CHESO had provided direct and indirect assistance to 59,400 conflict and disaster affected population in South Sudan with Assistance and other humanitarian and emergency aid support programs.

### **Purpose of the roles:**

The driver is responsible for safe transportation of passengers and maintaining the cleanliness of his assigned vehicle as always as required by the logistics/administration.

### *Roles and Responsibilities:*

1. Provide transport to support in implementation of different activities as required by project officers, manager and CHESO Operations.
2. Driver at a sensible speed, within South Sudan traffic legal limits.
3. Observe all the traffic laws, show consideration for other road users.
4. Wear seatbelt whilst driving always, advice counterpart to wear as well. Should programme participant insist in using the seatbelt, do not start the engine. Report the incident to the supervisor as immediate as quickly.

IT: Approved by RRC -  
Humanitarian affairs office



5. Driver for the due care of the vehicle its self in order not to damage the body or vehicle engine.
6. Keep trip log, noting kilometers and locations throughout using care for the organization.
7. Do vehicle inventory check as per the Vehicle Log book during every start of the trip.
8. Vehicle to be return to the CHESO compound during each day and during closure of activities.
9. Keep driving license current, in case of expiry in short time, inform you supervisor in case of future incidents.
10. Check the vehicle before use and after use, in case of any problem report timely.
11. Driver is responsible to clean the vehicle inside and outside after every trip.
12. Respond to the instructions provided by the supervisor about the care, maintenance and management of the vehicle.
13. In case the car got incident, the driver is required to provide a fully detailed information about the incident using incident reporting tool and submit it to executive director.
14. Only CHESO staff are authorized and permitted to use CHESO vehicle and when staff (project beneficiaries, stakeholders) wish to be part of the trip, the disclaimer form should be fill and authorized by the mission officer. **DRIVER CAN NEVER SIGN DISCLAIMER FORM!**
15. When transporting items, either food or non-food program related items, there must be good delivery note (GDN) and upon delivery, the must be Good Received Note (GRN) dully signed and file by the recipient and sender.
16. Any other duties assigned by the logistics/administration. JD may contain more roles than this.

**Requirements:**

- Must be a South Sudanese, Origin of Cueibet as a multiple advantage.
- Must have a valid driving license issued by the Government of South Sudan.
- Three years of Continuous driving experiences with NGOs or private companies' backup by the recommendations.
- Qualification in vehicle maintenance and repair shall be added advantage.
- Good knowledge of local roads routes in all counties of Lakes State.
- Ability to speak english well or other languages is added advantage.
- Basic first aid skills.
- Committed to work on incentives bases until funding is secure.
- Flexible in terms of working hours.

**Equal opportunity Employer:**

CHESO practices and does not discriminate because of ethnic background on clan, color, religion, disability, race or gender and will practice positive gender employment as far as possible however, qualified women are strongly encouraging to submit their applications.

### CHESO's Commitment to Safeguarding:

CHESO recognizes the rights of all children to be protected from harm, exploitation and abuse in accordance to the United Nations convention on the rights of children. CHESO's commitment to operate in an environment where children are protected from all forms of exploitation and harassment. Signing CHESO's Code of conduct and Safeguarding policies best reinforce our commitment to child protection.

### Application Submission:

All applications should have a hand written letter of interest address to

CHESO's Administrative Assistant,  
CHESO, Rumbek Field Office,  
Afex Office RO17, OPP Airstrip,  
Lakes State, South Sudan.

Or alternatively to: [Hr@chesosouthsudan.org](mailto:Hr@chesosouthsudan.org) cc: [chesosouthsudan@gmail.com](mailto:chesosouthsudan@gmail.com)

NB: All hand delivery applications should be hand delivered to Cueibet CHD not later than 12 PM, 20<sup>th</sup> December 2024.

