



VACANCY ANNOUNCEMENT

VACANCY: MECHANIC
LOCATION: NYAMLEL, NBeG STATE
NUMBER OF POSTS: 1

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health and Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan, Unity, NBeG, and Central Equatoria States respectively.

Concern South Sudan is seeking to recruit a suitable candidate to fill the position of **Mechanic** to be based in **Nyamlel, NBeG State**.

Job Purpose:

The Mechanic is responsible for the maintenance, servicing, diagnostics and repair of all vehicles, motorbikes and generators, as well as other mechanical equipment used by the team. This role ensures that all fleet assets are safe, roadworthy and serviced on schedule while maintaining high standards of workmanship, accountability and safety.

Main Responsibilities

1. Vehicle Maintenance

- Perform routine servicing for all vehicles, motorbikes and generators, including:
- Oil and filter changes
- Brake system checks
- Tire checks and replacements
- Chain and sprocket maintenance for motorbikes
- Suspension and steering inspections
- Diagnose and repair mechanical and minor electrical issues for both vehicles and motorbikes.
- Conduct carburetor, clutch system and gear adjustments for motorbikes
- Ensure all repairs meet operational and safety standards.

2. Spare Parts & Inventory Management

- Request spare parts for vehicles, motorbikes and generators through the Logistics Support Officer.
- Maintain accurate usage records of parts and consumables.
- Conduct regular checks of spare part stock levels and tool condition.
- Report any shortages, losses, or quality concerns immediately.

3. Preventive Maintenance

- Develop and follow preventive maintenance schedules for vehicles, motorbikes and generators



- Other mechanical equipment
- Conduct pre-trip and post-trip inspections.
- Identify potential mechanical issues early and propose timely corrective actions.

4. Record Keeping & Reporting

- Maintain detailed service logs for each asset (vehicles, motorbikes, generators).
- Complete job cards with dates, tasks performed, parts used, and mileage/hours.
- Report recurrent issues, misuse, or unsafe operation by drivers or riders.

5. Safety, Cleanliness & Compliance

- Ensure all maintenance is carried out safely and in accordance with standard procedures.
- Keep the garage clean, organized, and secure.
- Ensure motorbike riders understand safety requirements and report faults early.
- Report hazards, incidents, or unsafe practices to the Logistics Support Officer.

Emergency Response

Concern is committed to responding to emergencies efficiently and effectively to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization

Qualifications and Competencies Required

- Certificate or diploma in automotive mechanics or motorcycle mechanics.
- Min. 5 years of practical experience in vehicle and motorbike maintenance.
- Strong experience with Toyota Land Cruisers, Hilux and similar vehicles, as well as motorbikes (commonly used in field operations).
- Solid knowledge of and experience with maintenance of generators/small engines.

CRM Accountability: In line with Concern's commitments under the Core Humanitarian Standard (CHS): actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E); work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed; work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

Safeguarding Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC)** with **three Associated Policies**; the **Programme Participant Protection Policy (P4)**, the **Child Safeguarding Policy** and the **Anti-Trafficking in Persons Policy, Anti-Fraud policy, conflict of interest and whistle blowing policy**. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission**. Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment**. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in

accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking**.

HOW TO APPLY:

1. Interested South Sudanese applicants who meet the above requirements are requested to submit their cover letter, updated CVs of not more than 3 pages, a copy of their nationality ID, and copies of education certificates in a sealed envelope addressed to:
 - HR Department at Nyamlel field office (applicants in Aweil West)
 - HR Department Juba office, located at Goshen House, Gate 2, second floor, (applicants in Juba)
 - Or send via email to vacancies.juba@concern.net (**advert is open from Tuesday 3rd March 2026 to Friday 20th March 2026**)
2. The position is a local recruitment and strictly open to South Sudanese nationals
3. Only shortlisted candidates will be contacted and applications submitted will not be returned
4. Do complete the summary profile and criminal background check forms when submitting your application.

Note: Longlisting will be done on rolling basis, therefore it is advisable to submit your application as soon as possible to avoid the position being filled before the official deadline.

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY.



*Approved by Director
of Labour office
NRCIS, Aweil*

A circular blue ink stamp from the Ministry of Labour, Juba. The outer ring contains the text 'MINISTRY OF LABOUR' at the top and 'Juba' at the bottom. In the center, there is a date stamp that reads 'FEB 2026'.