

**TERMS OF REFERENCE**

**Job Title:** National - Mechanic  
**Responsible to:** Workshop Manager and Foreman  
**Locations:** Juba  
**Positions required:** 02  
**Country:** South Sudan  
**Deadline:** 28/March/2022

**General Description:**

To service, maintain & repair all types of light / heavy vehicles, trailers & plant equipment in a safe, efficient & economical manner, deploying requisite skills & expertise.

Working to the highest standards with/without close supervision to achieve an acceptable level of work throughout whilst always maintaining quality standards in accordance with the established procedures, normative guidelines as set in the Logistics Fleet Manual.

**Key Tasks and Responsibilities:**

- Examine, inspect & report thoroughly on the condition, road worthiness or safety of any vehicle or equipment, including functional testing & the application of computerized service & diagnostic techniques.
- Service, maintain adjust or repair vehicles, equipment or components utilizing the necessary tools, equipment & facilities in a safe manner within the standard job times defined by the vehicle / equipment manufacturer.
- Interpret & implement technical service data & statutory maintenance standards to ensure that all work performed is in accordance with minimum requirements defined.
- Recovery of broken down or immobilised vehicles and equipment, utilising proper techniques to minimise the risk of additional damage without causing any danger to the public.

Apply the organisations policies in respect to maintenance practices & standards to ensure that these are fully implemented & that maximum benefit is obtained in terms of equipment availability & minimizing costs.



- Apply in a logical & progressive manner the appropriate diagnostic techniques to determine the cause or causes of reported malfunctions in vehicles, components, or systems. Also including recommendations for improvements & modifications designed to enhance safety & reliability.
- Use safe working practices & procedures at all times & in particular to comply with the organisations health & safety at work policy. Including the wearing of protective clothing & consideration for the environment.
- Loss or damage of Cargo, Spares, Tools or Equipment as well as Loss of Fuel in the care of the employee shall be deducted from the salary based on CIF value or Local Market Rate, whichever is prevailing. This can also lead to penalties or dismissal to the Personnel and penalties on the Service Provider or Contractor.
- Share experiences gained with other staff members & strive towards creating good team building & harmonious atmosphere.
- Travel occasionally, as required by the organisation & perform any other duties as requested by immediate supervisor.

#### **Qualification & Experience:**

- Minimum of 3 years of demonstrable relevant Maintenance experience.
- High school graduate. Completed "A" Levels/ Secondary School in Mathematics and English as main subjects.
- Two-year associate degree programs or shorter certificate programs are available for aspiring marine mechanics
- English is essential. Fluency in Arabic is desirable.

#### **Key competencies:**

- Held the position of Mechanic or similar job in a Company/NGO with at least 3 years' experience gained in the relevant field.
- Proven work experience as a Marine Mechanic and knowledge of boat steering system.
- Ability to lift heavy equipment and work in confined space.
- Hold a full driving licence for all the categories of vehicle on which employed. This includes HGV (Heavy Goods Vehicles) licence of the appropriate type were employed on HGV repairs and maintenance.



To apply for this role please send your CV and Cover letter most preferably by email to the address: [southsudan@ctg.o](mailto:southsudan@ctg.o)  
In CTG office near to football Association Nyakuren West or WFP workshop.

#### IMPORTANT REQUEST

- Please make sure the subject of your email states "Juba Mechanic Application", or your application might be overlooked.
- Kindly avoid naming your CV as CV, Updated CV, by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

