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**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANT ANNOUNCEMENT**

Position: Driver
Grade: 2
Reports to: Logistics Coordinator
Duty station: Leer
Travel: 80%
Project Number: SSFM 2224 & SSFM2416 Respectively
Duration and type of contract: (One Year Fixed Term)

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality, or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety, and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values to be **dedicated, innovative, inclusive, and accountable** are attitude and believe that shall guide our actions and relationships.

Background

This position will be based in Mankien and Leer with 80 % movement across the field areas as needful.

1. Role and responsibilities

The purpose of a Driver Position is to provide support to the organisations transport activities by transporting staff as well as supporting in other Logistics duties such as dispatches for projects activities etc.

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. Details belong in the Work and Development plan.

1. Adhere to NRC policies, handbooks, guidelines, and donor requirements.
2. Support with the implementation of the logistic function's portfolio according to Plan of Action
3. Provide Transportation as need arises.
4. Support in the preparation of Fleet Utilization report as required.
5. Ensure proper filing of all Vehicle documents i.e. Transport Waiver and Movement Logbooks.
6. Assist in the planning and delivery of items etc.
7. Maintain repairs records and assist the fleet focal person for further action. Ability to assess vehicles for mechanical fitness and skills in minor vehicle repairs.
8. Promote and share ideas for improvement of the logistics function.
9. Airstrip field support and handling of cargo when required.
10. Knowledge of driving rules and regulations, chauffeur protocol and courtesies, local roads/waterways and conditions, and security issues.
11. Basic skills to assist in case of emergency, knowledge of first aid basic methods.
12. Perform other work-related duties, as assigned by Line Manager



Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus, and type of intervention. This section shall be revised whenever a new employee is hired or the context changes significantly. Examples to add is described in the overview of NRC Logistic support roles.

1. Be responsible and accountable for the vehicles assigned for driving duties as assigned by the Fleet Officer in Charge or the head driver.
2. Ensure that the vehicle (s) is properly and reliably serviced, cleaned, and maintained to the necessary standard to enable consistent safe movement at any time.
3. Liaise with the Fleet in Charge or Head Driver to schedule any major repairs needed for vehicles in the fleet and get relevant clearance for major repair work to be undertaken prior to grounding a vehicle.
4. Check that the vehicle assigned is in good working order, fuelled in the mornings and ensure it has all the mandatory items such as Insurance cover, required stickers, fire extinguisher, Tools, working Radios etc. before leaving the office compound.
5. Fully understand and adhere to all NRC security practices, procedures, and protocols in respect to use of organizations vehicles and ensure compliance with them by any passengers authorised to travel. NON-NRC persons must sign a waiver form before the person is carried.
6. Ensure that official log, service, and maintenance books are kept always updated with all details including fuel taken and that Job cards are obtained whenever vehicles are taken for repairs/servicing in the garages.
7. Ensure that the vehicle (s) is used for official business only and to resist attempts by any party to use NRC vehicle(s) for personal or unofficial use.
8. Ensure that before each journey the vehicle has the required security and safety equipment according to the list made and procedures are to be followed without fail.
9. Comply with country traffic laws and regulations and respect traffic officers or regulatory transport officers carrying out their duties such as during vehicle inspections etc.
10. Strictly observe curfew times set either by the agency or civil authorities within the area of operations.
11. Ensure compliance of set speed limits, organization convoy instructions or those set by other agencies if participating in one convoy.
12. Report Road Traffic Incidents and Accidents as soon as they occur to the Fleet Officer for guidance and action and immediately thereafter make a formal report.
13. Perform any other work-related duties as may be delegated from time to time by the supervisor/line manager.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position:

- Program Staff, Support Staff, Transport agents and other Government authorities such as Traffic Officers.
- All offices in Unity Area.

Scale and scope of position.

Staff: No Supervisory role

Stakeholders: Key external stakeholders the post has relationships with INGOs, local NGOs, governmental bodies)



Legal or Compliance to Logistics Handbook Term of Employments and Labour law compliance:

2. Competencies

Competencies are important for the employee and the organisation to deliver desired results. Competencies are relevant for all staff and are divided into the following categories:

1. Professional competencies

These skills, knowledge, qualifications, and experience are important for effective performance.

- Applicant must have a valid South Sudan driving license.
- Excellent interpersonal and communication skills
- High level of personal integrity
- Team player
- Attention to detail.
- Smart, disciplined, respectful and confidently able to operate in Leer Town and surrounding areas.

Context related skills, knowledge, and experience:

Context-related competencies are the knowledge, skills and experience required because of the context, location and/or current priorities in the role.

- Knowledge of Nuer Language, English and Widely used national Language/Arabic
- Knowledge of the Area and different routes
- Knowledge of automobile minor repairs will be an asset.
- Writing skills will be a bonus.

2. Behavioural competencies (max 6)

Refer to the NRC Competency Framework and select between 3-6 Competencies that are most important for this job – including the title of the Competency, and some (or all) of the indicators.

These personal qualities influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies and the following are **essential** for this position:

- Managing resources to optimize results.
- Self-awareness
- Attention to details.
- Handling insecure environments
- Empowering and building trust

3. Performance Management

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC's Performance Management Framework. The following documents will be used for performance reviews:

- The Job Description
- The individual Work- and Professional Development Plan
- The NRC Competency Framework

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **4th of March 2024** by Hardcopy in an enclosed envelope clearly marked **“Driver – Leer”** to NRC Offices Located Koch and Leer.

Only short-listed candidates will be contacted, by e-mail or by phone.
FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE
HIGHLY ENCOURAGED TO APPLY

