

## Job Vacancy

Join Aid Management International (JAM) now rebranded to ForAfrika is Humanitarian and Relief Organization operating in various parts of African countries. Our Projects includes feeding and agricultural programs, an orphanage and training centers in Rwanda, drilling of water wells in Eastern Cape, as well as Numerous community Development Programs in Sub-Saharan Africa.

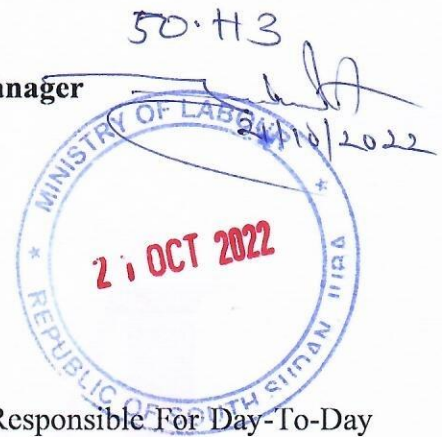
In South Sudan JAM International is actively implementing Food for Education, Food for Assets, General Food Distribution, Food Security and Livelihood interventions and Livestock vaccination and we operate Projects in Twice East, Bentiu, Bor, Pibor, Boma, Aweil, Wunrok and Kuajok.

**Job: Title: Mechanic/Truck and Light Vehicle Driver**

**Reports to: Finance and Admin Officer in Liaison with Fleet Manager**

**Location: Boma.**

**Deadline: Friday 11<sup>th</sup> November 2022**



### **PURPOSE OF POSITION:**

The Mechanic/Truck And Light Vehicle Driver Will Be Directly Responsible For Day-To-Day Delivery Of All Project Related Activities And He Or She Will Be Responsible For All Minor Maintenance And Major Repair Of All Fleet Assets And Ensuring Availability Of Spare Parts In Boma.

### **Roles and Responsibilities**

#### **Mechanical Knowledge**

- Full vehicle mechanic knowledge is an asset.
- Must be able to carry out minor maintenance and repairs for both light and trucks vehicles.
- Perform major and minor vehicles check every morning before starting the engine.
- Request for spare parts and other necessary sundries/consumables; requisitions must be approved by the supervisor.
- Get the repair of vehicles/equipment's first time right away to avoid down time and repeat work.
- Account for all tools and equipment's in the assigned vehicle.
- Fix and repair any malfunction/fault on the light/truck mechanical systems including and not limited to; engine components and parts, engine cooling system, suspension and steering system, braking system, transmission system, exhaust system
- Routine Maintenance: Perform weekly safety and maintenance checks on the assigned vehicles.





- Consistently deliver high quality repairs in the required timeframes which will ensure service delivery.
- Request all spare parts needed to be stationed in Boma

## **Driver Roles.**

- Picking and delivery of goods from Juba to field offices and from field offices to base.
- Follow instruction as directed by supervisor.
- Must drive both light/truck and follow fuel filling mechanism.
- Undertake all duties assigned by the supervisor.
- Maintain high cleanness of the vehicles he / she is assigned to
- Carryout a monthly vehicle check for the assigned vehicle(s)
- Apply extra caution while driving and avoid any intoxication.
- Ensure safety of passengers and property on board.
- Check vehicles body dents, damages and report any other irregularities.
- Ensure vehicles fire extinguishers and first Aid kits are in good conditions.
- Make sure that only authorized passengers are carried as per the organizational policy.
- Comply with traffic rules & procedures, convoy rules and drives with recommended organization speed limit.
- Ensure vehicles are parked in a safe & secure place and properly locked and returned the keys.
- Ensure that all passengers boarding JAM vehicles wear safety belts before the vehicle is put in motion.
- Ensure the validity of vehicles insurance, road license and police inspection stickers and advice renewals.
- Make sure vehicles are serviced as stipulated in the periodic servicing schedules.
- Ensure the vehicle has always at least half tank of fuel.
- Update vehicles logbook particulars on daily basis by making right entries
- In case of any accident report immediately to your supervisor and police authorities.
- In case of an attack, staff security becomes priority.
- Establish the nature of motor vehicle mechanical problems being experienced, track their frequency and any other unusual occurrences. Conduct inspections and test-drives to establish the cause of the mechanical problems and thereafter to confirm that they have been resolved.

## **Qualifications**

- Minimum secondary School completion from a recognized school.
- Valid South Sudanese Nationality Certificate
- Possess a valid driving license and must be (General)-Class.
- At least **5 years'** relevant experience in mechanical and driving is required for this role.



**How to apply: Qualified interested Applicants are required to send applications online to : [jamss.recruitment@jamint.com](mailto:jamss.recruitment@jamint.com) or submit in hard copy Application letter, Updated CV, Copies of Academic Credentials and Copy of Nationality Identification Card in a sealed envelope and Address your Application to : Finance and Admin Officer, JAM International, Boma Field Office or to Juba Head Office by Friday 11<sup>th</sup> November 2022 at 4:00PM.**

**Only Qualified and Shortlisted Candidates will be contacted for interviews.**

