

15 June 2023



Save the Children

Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children; their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Driver (1post)

Location; Abyei **Reports to:** *Supply Chain Officer / Security Focal Person*

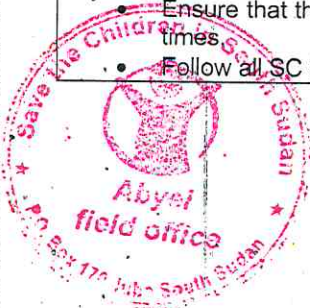
Contract Period 6 months

ROLE PURPOSE:

The Driver will be tasked with facilitating and coordinating smooth transportation/movement of all staff and goods in operation facilities within Abyei Administrative areas. This includes ensuring proper maintenance of the assigned vehicle, adhering to Save the Children policies and procedures and GoSS traffic laws. With approximately, this position will demand a highly motivated, detail oriented individual who will be able to solve challenges as they arise. S/he will be required to be an active team player who will improve current systems from knowledge and experience gained through at least 3 – 5 years' experience in this area.

KEY AREAS OF ACCOUNTABILITY:

- Provide transport service to MOH staffs who are responding to Mobile Outreach activities, SC staff, visitors and other guests as per instructions.
- Ensure that SC vehicle policy is strictly adhered to in vehicle management.
- Assess SC vehicles and repair them on regular basis.
- Ensure the cleanliness of vehicle at all times..
- Keep assigned vehicle clean and insure that it is properly handled, kept in good condition and usable at all times.
- Implement daily, weekly, and monthly vehicle maintenance checks and work alongside logistic officer to have all vehicles maintained in a safe working condition
- Keep note and timely report, in writing, to the logistic officer on the vehicle routine maintenance/service.
- Ensure that the vehicle has enough fuel before embarking in transport service or heading for a field trip.
- Monitor that the fuel consumption is remained within the litre/km rate estimate for the vehicle and report any irregularities.
- Keep correct/proper and neatly recorded vehicle log sheets and submit to the supervisor on monthly basis for review, checking and feedback.
- Ensure that vehicle is used for the intended/assigned purpose in accordance with the prior authorisation given by the supervisor.
- Ensure that the vehicle safety belt is functional and used by self and the passengers onboard at all times
- Follow all SC SSO driving safety regulations while driving and observe all traffic rules.



- Report in writing on any maintenance need (minor/major) to the supervisor timely and accurately.
- Report any accident immediately to the supervisor as appropriate.
- Ensure that the car is equipped with First Aid kit at all times
- Follow-up vehicle related issues with the police and insurance companies as per instructions
- Assist in Local Purchases
- Assist in Loading of Cargo at Airstrip
- Deliver messages/post to other offices as per instructions
- Assume other relevant responsibilities as instructed by supervisor

General

- The responsibilities of this post require the holder to have one to one contact with children or young people hence one is expected to carry out the responsibilities of the role in a way which reflects Save the Children's commitment to safeguarding children in accordance to the Child Protection Policy

BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same



- widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS AND EXPERIENCE

Essential

- Experience 5 years – preferably with NGO
- interest in Kapoeta and other towns
- secondary school preferred
- Language

- Auto mechanic skills
- Previous mechanic and Driving
- Strong knowledge of locations of
- Valid drivers License
- Primary school completion,
- Ability to communicate in English
- Good human relation skills.

Desirable

- Be both self-reliant and have the ability to lead and co-operate with others
- Ability to used VHF radio and motorbike.
- Be able to work under minimum supervision to achieve the set objectives.
- Locals candidates are priorities

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SO Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:



We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Application Information:

Please attach a copy of your CV, residential certificate and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at (SCI Career Site Careers (oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face any difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR support

Deadline for submitting applications: 27th, June, 2023.

Cc: MoJobadvert@gmail.com (National Ministry of labour email Address Juba)

