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| **TITLE:**  **Driver** |
| **TEAM/PROGRAMME: South Sudan Country Office Program Operations-Team** | **LOCATION: Renk, South Sudan** |
| **GRADE**: 6 | **CONTRACT LENGTH: National (3 months)**  |
| **CHILD SAFEGUARDING: (select only one)**Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work at field programs office; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:**The Driver will be tasked with facilitating and coordinating smooth transportation/movement of all staff and goods in and around Maban. This includes ensuring proper maintenance of the assigned vehicle, adhering to Save the Children policies and procedures and Government of South Sudan traffic laws. With approximately over 50 staff in Maban with continual movements, 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.These values and principles include commitment to the mission of Save the Children international, team orientation, quality management and leadership development, introducing systems and procedures to strengthen staff motivation and productivity. S/he will be support in ensuring that key organizational principles and approaches, such as child participation, sound monitoring and evaluation systems, financial control and compliance will be achieved in the period. She/he will support in ensuring that lessons derived through implementation will be well articulated and documented.In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to:** Field Supply Chain Officer**Staff reporting to this post:****Direct: None****Indirect : None****Budget Responsibilities:** None**Role Dimensions**: * **Internal:** All Staff and all Managers in Save the Children Field Programme level, field manager; Operations Manager, Finance, Logistics and HR in Juba
* **External:** County level sections, Local and International NGOs and UN Agencies in the field location
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| **KEY AREAS OF ACCOUNTABILITY :** * Provide transport service to SC staff, visitors and other guests as per instructions.
* Ensure that SC vehicle policy is strictly adhered to in vehicle management.
* 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 fleet officer to have all vehicles maintained in a safe working condition
* Keep note and timely report, in writing, to the supply chain 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.
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| **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.
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| **QUALIFICATIONS** * High School Certificate or Equivalent.
* Ability to communicate, write and read in Eanglish.
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| **EXPERIENCE AND SKILLS****Essential*** Basic auto mechanic skills
* Previous Driving Experience 3-5 years – preferably with NGO
* Strong knowledge of locations of organizations’ operation- Maban context in particular
* Flexible, effective teamwork and interpersonal skills
* Valid drivers License
* Primary school completion, secondary school preferred
* Ability to communicate in English Language
* Good human relation skills.
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**Desireable*** Representational skills;
* NGO experience an added advantage
* Knowledge of local language spoken in an asset.
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| **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 SCI 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. |
| **JD written by: Okech Aldo** | **Date: 03/04/2024** |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |