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FICHE DE POSTE

INSTITUT FRANCAIS REGIONAL DU SOUDAN

IDENTIFICATION DU POSTE	
<i>Intitulé du poste</i>	Driver / Logistic/supply assistant EQUIP 2
<i>Nature du poste</i>	Open to Sudanese National only
IDENTITE DE L'AGENT	
<i>Statut</i>	Full time
PRESENTATION DU SERVICE	
<i>Mission du service</i>	Following EQUIP 1 (2018-2021), the Education Quality Improvement Programme in Sudan 2 (EQUIP 2, 2021-2024) is a EU-funded programme that seeks to improve the quality of education in Sudan, for which Expertise France, in partnership with France Education International, is responsible of the component 2: Enhance basic-school teachers' qualification in Sudan, particularly through the focus on professional skills for both pre-service teacher training (PSTT) and in-service teacher training (ISTT).
<i>Service</i>	EQUIP 2
<i>Autorité</i>	The staff member is under the direct supervision of the EQUIP 2's Team leader (Expertise France). The staff member is under the administrative supervision of the French Institute
LES MISSIONS DU POSTE	
<i>Missions et activités principales du poste</i>	<p>Areas of responsibility</p> <p>Under the supervision of the Admin and Finance officer, the Driver / Logistic/supply assistant will:</p> <ul style="list-style-type: none"> - Drive the car, within Khartoum and throughout Sudan, with a priority focus on the passengers' safety - Ensure regular maintenance, servicing, refuelling and cleaning of the two vehicles - Ensure the availability of all required official documents (driver's license, vehicle registration, customs documents, etc.) and safety accessories (fire extinguisher, kit of first rescue, spare wheel, etc.) as per the Sudanese regulations - Ensure the transport of mails and documents - Undertake logistical support to programme activities, including the purchase and transportation of goods, paying invoices, follow-up with suppliers on the behalf of the team leader, the Finance and administrative Manager and Junior Project Manager. <p>Profile</p> <ul style="list-style-type: none"> - Valid driving PSV license - A minimum of 5 to 10 years of practical work experience in driving, mechanical experience of cars would an additional advantage. - Practical experience working with INGO, international companies and UN agency would be an asset.

	<ul style="list-style-type: none"> - Practical experience and working knowledge of minor maintenance of Cars. - Work experience in emergencies. - Fluency in English and Arabic
<i>Modalités de candidature</i>	By 12 January 2023, 23:59 Sudan Time , candidates are requested to send CV and copy of driving licences to equip.sudan@gmail.com Title of the Email : Driver Equip 2
<i>Horaires de travail</i>	Sunday-Thursday - Expected starting date: February 2023

Date et signature de l'agent :	Date et signature du chef de service :
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Date et signature du directeur délégué de l'IFRS :