|  |  |
| --- | --- |
| **Job Title:** | Transport Officer |
| **Job Location:** | Twic Stae, Wunrok County, |
| **Reporting to:** | Field Operations Manager |
| **Opening Date:** | 25 May, 2016 |
| **Closing Date:** | 15 June 2016 |

**OVERALL DESCRIPTION**

|  |
| --- |
| **General Description of the Program**GOAL has been delivering both humanitarian and development programmes in South Sudan since 1985. Currently GOAL South Sudan is operating in 4 field sites; Twic County, Warrap State; Agok in the Abyei administrative area and in Upper Nile State. At these sites GOAL South Sudan implements public health programmes including curative primary health care, based on the management of 28 primary health clinics; preventative health care including HIV/AIDS messaging, malaria control and hygiene and nutrition promotion. GOAL also delivers water and sanitation services and initiatives to improve livelihoods and adult literacy. **General Description of the Role**Supports the Field Operations Manager (FOM) to ensure efficient and effective maintenance, repair and utilization of GOAL vehicles and tractors in Twic County, in line with GOAL SS Fleet Management Policies. She/He is also responsible for vehicle movement planning, weekly and monthly reporting.**Direct Reports:** Mechanics and Drivers.**Key Duties:****Daily and Weekly Vehicle Movement Planning:*** Receive transport requests for staff and ensure all movements are managed as efficiently as possible with the vehicles and drivers available.
* Ensure daily and timely update of the vehicle movement board.
* Confirm flights on FTS on a daily basis and ensure timely pick up/drop off of staff and cargo to air strips in Alek, Turale or Agok.

**Vehicle and Generator logbook Management:*** Ensurelogbooks are completed on a daily basis by drivers/passengers/guards (movement sheets, repair sheets, fuelling record, etc.).
* Ensure daily and weekly check lists are completed for all vehicles and generators.
* Ensure systematic filing of daily and weekly check lists by vehicle/generator.

**Supervision and Management of Drivers and Mechanics:*** Directly supervise the Roving Senior Mechanic and Senior Mechanic in carrying out their duties.
* Supervise and coordinate vehicle repair and maintenance in the worship.
* Ensure all drivers are trained on, understand, and have signed the GSS driver handbook/policy.
* Ensure drivers receive on-going training in all aspects of driving, including customer care.
* Ensure all drives have up-to-date and valid driver’s licence.
* Ensure all drivers understand and implement GOAL SS Health, Safety and Security protocols e.g. use of seatbelts at all times, safe driving, etc.
* Complete regular performance appraisals for drivers and mechanics in line with GOAL SS Human Resource Performance Management System.
* Ensure all disciplinary matters are handled in a fair, transparent, and timely manner and in line with the GOAL SS Human Resource Policy.

**Management of Vehicle and Generator Spare Parts:*** Generate procurement requests for vehicle and generator spare parts in a timely manner, taking into consideration season supply chain constraints.
* Follow up any procurement requests submitted and report delays to the FOM in a timely manner.
* Ensure availability of spare parts at all times for scheduled repair and maintenance.
* With support from the mechanics, ensure parts procured are genuine and of reasonable costs.
* Support the warehouse officer/assigned store keeper to ensure efficient management of the spare parts store.

**Fuel Management:*** Monitor fuel stock levels and generate replenishment requests in a timely manner, taking into consideration seasonable supply chain constraints.
* Follow up on OQRFs raised and report any delays to the FOM.
* Implement and manage GOAL vehicle and generator fuel control systems to ensure fuel consumption is in line with normal vehicle and generator efficiency standards.
* Where possible, ensure vehicles are fuelled at the end each day to avoid morning delays.
* Ensure proper and timely recording of refuelling of vehicles and generators in logbooks for reporting purposes.

**Other Duties*** Complete and ensure timely submission of properly analysed weekly and monthly reports as per GOAL logistics reporting requirements.
* Ensure timely feedback on queries raised following submission of reports.
* With support from the Field Operations (FOM), ensure all vehicles have relevant insurance cover and annual licence insurance policies are renewed in a timely manner.
* Ensure that all vehicles are checked annually as per Country Traffic Regulations.
* Evaluate vehicle availability and utilization and recommend changes to fleet size and composition in line with programme needs.
* Ensure safe keep of vehicle, generator, workshop and office keys.
* Ensure efficient running of the transport operation by ensuring all costs, quality, and other performance targets are achieved.
* Maintain Key Performance Indicators for transport in line with GOAL Logistic Manual.
* Perform any other duties assigned by the FOM.

**Requirements (Person Specification)**1. Diploma in Transport or Logistics Management from recognised institution.
2. 3 years previous experience in transport management in NGO or private sector.
3. South Sudanese national with previous working experience in South Sudan.
4. Staff management experience and good inter-personnel skills.
5. Ability work under pressure with minimal supervision to meet tight deadlines.
6. Ability and flexibility to work long hours.
7. Fluent in spoken and written English and.
8. Good computer skills (Excel, Word and Outlook).
9. Good report writing skills.
10. Very enthusiastic and keen to work hard to achieve the objectives of the programme.
 |

I ………………………………………………………..have read and understood the duties outlined in this job description and hereby confirm by appending my signature below:

Name: ………………………………………………………………………. Signature: …………………………………………………

Date: ………………………………………………………………………...