



Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. Samaritan's Purse International Relief is seeking to hire qualified persons to fill the following position.

Re-Advertisement

Vacancy: Fleet Manager
Reports to: Operations Manager
Duty Station: Juba
Start Date: ASAP 25th
Deadline of Application: April, 2017

SUMMARY

The Fleet Manager will supervise the fleet of vehicles, drivers, mechanics, generators and the workshops. The duties will include repairing vehicles/quadbikes/motorbikes/generators, keeping inventory of vehicles and spare parts, managing the mechanics and workshop, ordering parts and equipment, budgeting and financial reporting, scheduling maintenance and rotation of vehicles, training of drivers and mechanics, dispatching vehicles (where applicable), and all other appropriate duties related to the day to day operation of our Juba fleet and support country wide.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Assess current size and state of fleet and implement a maintenance program, fleet management manual, and make recommendations for improvements.
2. Repair diesel vehicles (and a few petrol vehicles), quadbikes, motorbikes and generators (1 KVA – 250 KVA).
3. Put in place a system that guarantees spare parts are purchased and delivered to program locations in a timely and efficient manner.
4. Ensure all fleet users are trained and comply with the requirements of transport and fleet management manual.
5. Guarantee that the manufacturer recommended servicing schedule of all vehicles is carried out.
6. Guarantee that the manufacturer recommended servicing schedule of all generators is carried out.
7. Track and monitor all fuel usage.
8. Coordinate with the operations department with vehicle planning to ensure cost effective use of resources.
9. Support Base Management's role in dispatching drivers.
10. Support outer base field mechanics as necessary.
11. Travel in-country for mobile field mechanical work, as necessary.
12. Evaluate training needs for the mechanics, drivers, and transport staff regarding technical ability.
13. Design and implement training programs for the mechanics, drivers and transport staff
14. Ensure that relevant staff are competent in parts management, inventory, and rotation of vehicle controls.
15. Establish and maintain an appropriate spare parts inventory for the fleet maintenance and other mechanical needs.
16. Ensure that all spare parts are tracked, reported, and stored with a high degree of accountability and integrity.

17. Analyze vehicle status and cost upkeep, provide recommendations on vehicle disposal and replacement.
18. Support the implementation of the security management plan for the country program through providing adequate transport planning and support.
19. Maintain and update standard operating procedures, ensuring that they align with SP country procedures.
20. Maintain current fleet registration and insurance on country-wide fleet.
21. With a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of Samaritan's Purse.
22. All other duties deemed necessary by the Operations Manager.
23. Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
24. Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.
25. Assess, manage, and report critical physical, emotional, or spiritual concerns of supervised staff.
26. Report any observed issues of integrity.

QUALIFICATIONS

To perform this job successfully, an individual must **maintain a personal relationship with and be a consistent witness for Jesus Christ**, as well as able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

1. Five to Eight years related experience and/or training; or equivalent combination of related education and experience; Bachelor's degree not required, but strongly preferred.
2. One year of college-level Biblical studies strongly preferred.
3. Experience in Fleet Management.
4. Previous experience working overseas, particularly in Africa, South Sudan or Sudan.
5. Field level management experience.
6. Previous experience working in logistics or operations or fleet.

Skills Required

1. Computer proficiency in Ms Word, MS excel spread sheet and Outlook.
2. Possesses strong organizational skills.
3. Must be detail oriented.
4. Must have a teaching/mentoring attitude.
5. Possesses strong communication skills, written and verbal.
6. Experienced in cross-cultural team leadership.
7. Must be a humble team player
8. Ability to be flexible and adaptable.
9. Understanding of local culture is essential.
10. Willingness to travel in and out of the field.
11. Willingness to stay in the field for extended periods.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Arabic language skills preferred but not required

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

How to apply: Any interested applicants are required to submit an application letter, copies of academic certificates, updated CV, copy of national ID card for clear identification to Samaritan's Purse Juba Office by **25 April, 2017**. Applications can also be sent through this email: recruitsouthsudan@samaritan.org. Only South Sudanese applicants will be considered for this position.

We do appreciate your interest in working with us. However, only short listed candidates will be contacted

