



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

JOB OPENING Vehicle Dispatcher I Based in Juba

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position based in Juba.

Main Duties and Responsibilities:

- Ensures the smooth running of the department in order to provide support for activities; organizes and plans the drivers' duties; monitors and updates vehicle use and fuel consumption
- Keeps tracks of all vehicle movement; helps to organize and plan the fleet maintenance
- Organizes and follows-up on all necessary authorization related to field trips/missions
- Organize the reception of VIPs; plans VIPs field trips (including shuttles)
- Regional support to other delegations or Red Cross Movement; prepares and distributes convoy related documents (statistics sheet, WAD, Weigh-bill etc.); maximizes efficiency of vehicles utilization according to ICRC standards and rules.
- Dispatches trucks during the working days and if needed during the weekends/public holidays.
- Follows-up driver and vehicle activities and updates the status and trip boards. Monitors, controls and reports the use of the vehicles to the direct supervisor.
- Follow-up and inventory of equipment in each vehicle; ensure that all relevant vehicle documents are valid and located in vehicles; plans and follows-up on holiday scheduling for all drivers and dispatchers.
- Preparation of weekly mileage records (private and professional) and report directly to his supervisor; day to day handling of the filing system and ensure the flow of information and direct reporting to his supervisor is done perfectly.
- Ensure vehicle/driver requests are submitted in a organized and timely fashion
- To ensure that the vehicle are clean inside and outside; verifies that all ICRC security rules are applied: ensure that the vehicles are loaded according to manufacture specifications.
- Ensure that all documentations related to the load are available and correspond to the need; monitors and controls loading/offloading of freight
- Reports any incident (security, miss-use, miss-behavior) to direct superior; coordinates with the workshop the service and repairs of vehicles.
- Ensures that vehicles are ready to be driven at any time with all equipment and tools, following guidelines; dealing with the police to obtain police/accident reports

Minimum required knowledge & experience:

- Bachelor Degree, some college coursework completed, an Associate Degree or equivalent higher education degree in administration, logistic or similar field or proven practical work experience in a similar position
- Additional vocation training in fleet management, administration, logistics or other relevant field
- 4-6 years of experience as driver or in fleet management, logistics, administration or similar Position or Proven practical work experience in a similar position
- Advanced conversational in English and Arabic; good level in computer skills
- Heavy vehicle drivers licence for at least 5 year is an added benefit;;succeeded in ICRC Driving test; familiar with 4X4 operation and theory
- Competent in use of communications devices (Sat. Phone, HF/VHF radios);basic mechanical skills
- Excellent knowledge of the geographically assigned environment
- Skilled in the following competencies: Adapting & Learning, Team Work, Planning, Organization & Assessment; Communication (Ability to express views and ideas); Security management; Supervision & Management of Staff

Interested candidates should submit their application clearly marked "Car Dispatcher I, Juba" (including C.V. written in English and copies of certificates) at latest, **Friday, 21st July 2017** to the **HR Manager**.

either At the ICRC reception : Juba, Wau, Bor and Rumbek

or By email to : jub_recruitment_services@icrc.org



Only short-listed candidates will be contacted. Application files not retained will not be returned.