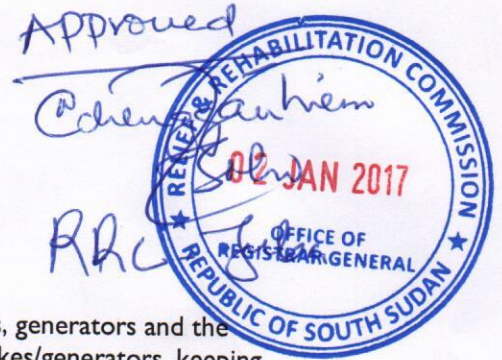


Vacancy Announcement

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.

Vacancy: Fleet Manager
Reports to: Operations Manager
Duty Station: Juba
Start Date: ASAP
Deadline of Application: 14th February 2017



SUMMARY OF THE POSITION:

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.

MAJOR DUTIES AND RESPONSIBILITIES:

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.