



External Advert

Oxfam GB is an international non-governmental organisation with a mission of working with others to alleviate poverty and injustice. Oxfam GB has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via eleven area offices in nine former states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal.

Position: Roving Fleet Manager
Location: Juba
Grade & Level: C2 National
Contract Type: Fixed Term
Number of post: 1
Duration of Contract: 01 Year (Renewable)

KEY RESPONSIBILITIES:

- Assess vehicle maintenance needs in accordance with the local conditions and developing a vehicle maintenance checklist and service plan.
- Maintain an Active asset Register of all Fleets assets and ensure valid Insurance covers for all movable assets.
- Lead in Developing & reviewing the current vehicle fleet management processes and systems in accordance with Oxfam guideline and policy and adapting these for local context. Provide recommendation and specifications for new Fleet Assets.
- To ensure that the vehicle, generator and radio equipment maintenance schedules are up to date and implemented as well as ensuring that repairs are carried out at agreed standards as per planned schedule while ensuring accountable management of vehicle operation and maintenance of both Oxfam GB fleet & hired vehicles
- On a yearly basis, or relevant programming periods, determine spare part needs for the upcoming period, and advice the Country Logistics Coordinators on establishment of Long-term supply agreements. Work closely with the logistics teams to Provide technical review on parts and services procurement.
- Advice the Country Logistics Coordinator on Disposal of unserviceable vehicles and Generator equipments.
- Ensure that risks and weaknesses in internal control systems are identified and develop travel guidelines in conjunction with the Country logistics Coordinator to mitigate risks

- Ensure all processes and activities in the management of Vehicle fleet embed cost effectiveness, maximize on value for money and fully implement processes that will ensure maximum cost reduction and recovery as well as conform to OGB & other donor requirements.
- Establish a capacity development and training plan for drivers and Mechanics to proactively repair vehicles, and using proper documentation. Stay abreast of driver / mechanic performance. Address all driver and mechanic performance issues immediately.
- To ensure adherence to established systems for fuel management such that there is efficient and cost effective management of fuel and oil and that oil/fuel is accountably used and managed. Report on any abuse and misuse of fuel and oil. Develop a system for managing fuel distribution addressing the issues of control.
- To ensure that all staff are aware of Oxfam's rules and regulations for vehicle usage and that all drivers (Oxfam or contracted) are competent and conversant with Oxfam's security guidelines. Carry out driving test and recommend qualified staff to drive Oxfam vehicles.
- To ensure that all Oxfam GB drivers including drivers of hired vehicles are conversant with Oxfam GB security guideline and vehicle & safety policy. Monitor compliance and advice the management accordingly.
- To ensure that all Oxfam Vehicle fleet systems and processes are implemented and followed in accordance with standard Oxfam systems and Donors procedures
- Produce and disseminate appropriate and timely vehicle fleet management information (narrative as well as budgetary reports and forecasts) with both SMT and Juba based teams
- Work with the Security Advisor in addressing movement of vehicles
- Any other related work as deemed appropriate by the line manager and geared to improving the overall quality of the program

SKILLS AND COMPETENCIES:

Essential

- University Degree in Mechanical Engineering from a reputable institution or Higher Diploma with 10 years of experience in lieu of the degree.
- Minimum FIVE years working experience in large scale management of vehicle fleet in difficult contexts plus other machinery as generators, gator, quadbikes
- People management ability & capacity building skills
- Diplomacy, tact and negotiating skills.
- Team-working skills.
- Flexibility under pressure and in response to changing needs.
- Attention to detail and excellent numeracy.
- Fluent written and spoken English.
- Ability to keep clear and concise records.
- Valid clean driving license and sound driving skills.
- Commitment to Oxfam's equal opportunity and gender policies.

- Commitment to humanitarian principles and with the aims and objectives of Oxfam.

Desirable

- Previous experience and knowledge humanitarian and development context & logistical difficulties. South Sudan context would be advantageous but not necessary

Deadline for submission of applications is 04 December 2018. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk or drop hard copies of their CVs to Oxfam Office in Juba opposite Dr. John Garang International School.

NB: Female candidates are strongly encouraged to apply.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks