



**CATHOLIC RELIEF SERVICES SOUTH SUDAN PROGRAM
(RFSP)**

CRS JOB ADVERTISEMENT

Job Title: Fleet Manager
Department: Operations
Band: N/A
Reports To: D/Manager Support Unit
Country/Location: Bor, Jonglei State

Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender or colour.

Catholic Relief Service (CRS) South Sudan program is implementing the **Resilience and Food Security Program (RFSP)** Bor, Uror (Yuai), Pibor, Duk and Twic East in Jonglei State.

Job Summary:

Manage the CRS Jonglei fleet, including the vehicle management system (VMS) database, a team of mechanics and drivers to meet all travel and transportation needs in support of the delivery of high-quality programming to the poor and vulnerable in CRS's eight field bases Bor, Twic East, Duk, Uror and Pibor. Safeguard the organization's motorized assets and all other resources related to fleet operations and ensure compliance with CRS policies on safety and security to minimize risks and liabilities.

Job Responsibilities:

- Develop and manage operating procedures for fleet operations and maintenance for CRS in Greater Jonglei. Monitor and assess compliance, efficiency and effectiveness, and recommend improvements in compliance with agency travel and vehicle-related policies, local legal requirements, and donor regulations.
- Coordinate with the Security Officer on planning field travel to develop security and safety assessments;
- Supervise the fleet team. Monitor and assess performance of CRS' drivers in Jonglei users and take action to ensure safety and security. Investigate, report, and follow-up on incidents and accidents involving CRS vehicles, drivers, and passengers.
- Collaborate and coordinate with all departments to identify needs and plan travel and transportation services. Schedule and manage vehicle movements, perform situational analysis and plan routes, assign drivers to ensure optimal resource use and meet program needs per required schedules and standards.
- Ensure the implementation of regular diagnostic checks by drivers and timely and quality

maintenance and repair of all motorized assets, by the mechanics;

- Ensure the physical security of all vehicles;
- Effectively manage the drivers and mechanics and other fleet team members in all the Jonglei CRS offices. Carry out regular visits to field bases in Jonglei and provide coaching and complete performance management for direct reports. Ensure that all issues on staff and vehicle performance are documented, including incident reports;
- Manage the VMS database and ensure that reporting and accounting for all motorized assets, fuel, spare parts and equipment are recorded accurately and reported to Juba per the monthly deadlines;
- Manage the system for vehicle maintenance, servicing and repair. Track the down time of vehicles for repair and ensure a minimum stock of fast moving spare parts and consumables;
- Coordinate with the Operations team in Juba to organize the repair of vehicles in Juba;
- Carry out regular field monitoring visits to the CRS bases in Twic East, Duk, Uror and Pibor to check on compliance with CRS policies on vehicle use and provide training and mentoring to field teams on vehicle management;
- Prepare and present weekly reports to CRS Jonglei senior management on the fleet status, including vehicle maintenance status in all field sites, inventories, and expenditures to ensure continuous roadworthy fleet operations responsive to program needs.

Scope:

The Fleet Manager supervises minimum of 35 staff (drivers and mechanics) and a fleet of 45 vehicles.

Typical Background, Experience & Requirements:

Education and Experience

- Bachelor's Degree in relevant field preferred.
- Minimum of 3 years' work experience in fleet/transportation and/or logistics management and/or vehicle maintenance and repair.
- Supervisory experience
- Excellent knowledge of local road traffic regulations, road network and road safety best practices.
- Experience in inventory management and control principles.
- Ability to perform mathematical calculations, and to analyze fleet-related data.
- Proficient in MS Office package (Excel, Word). Experience with database management systems (e.g. MS Access) a plus.
- Valid driver's license with clean driving record
- Experience of fleet management in Greater Upper Nile

Personal Skills

- Excellent team building and supervisory competencies
- Strong planning, coordination, and prioritization skills
- Able to manage multiple task simultaneously
- Service-oriented with focus on meeting customer needs

Travel Required

- Travel to all CRS field bases in Greater Jonglei, Bor, Twic East, Duk, Urur and Pibor

Key Working Relationships:

Supervisory: Support Unit Manager Operations, RFSP DCOP(ops) and COP,

Internal: COP, DCOPs, FACs. CRS state program managers, Operations team CRS Juba

External:

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Application submission:

Interested candidates should submit a **Non-refundable** application letters and CVs, to the undersigned not later than **September 8th, 2017**. Only short-listed candidates will be contacted.

Human Resources Manager

Catholic Relief Services

South Sudan program, Bor (drop at any CRS Office)

OR

By E-mail

Deng.John@crs.org (Human Resource Manager)

Catholic Relief Services- Jonglei State

Bor Office

Or

Peter.Awan@crs.org (Deputy Human Resource Manager)

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