

**VACANCY NOTICE**

Action Against Hunger is a non-governmental organization that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through the prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation and hygiene and advocacy.

Action Against Hunger USA is currently looking for a highly motivated and committed Candidate to fill in the position of **Roving Field Mechanic Officer** (1 position)

Position open date: 20th December 2017

Closing date: 12th January 2018

Starting date: ASAP

Duty Station: Roving.

Objective 1 Ensure the maintenance of the material/equipment, generator and the vehicles

- Responsible for the maintenance and repair of the vehicles and generators in the Mission.
- Verify periodically the state of the material, equipment generators, installations at the Guest house, and the vehicles
- Determine all Fleet condition in the Mission by conducting inspections and diagnostic tests, along with identifying worn and damaged parts needing repair or replacement.
- To ensure that all Action Against Hunger vehicle are properly serviced and repaired when sent to external garages
- Carry out repairs and maintenance as needed. Perform regular A, B, and C services on all vehicles as per Action Against Hunger maintenance plan, Toyota vehicle manuals, and guidelines given in the log books, while respecting the manufacturer technical condition for spare parts
- Ensure drivers conscientiously report information on the logbook and fuel logbook and plan with drivers for services and repairs.

Roving Field Mechanic Officer



- Make sure with the drivers the good condition of vehicles and report to logistics officer any miss usage of vehicles
- Inspect any work that is contracted out to other workshops and ensuring that spare parts are genuine and that work is done to a high standard.
- Record all work and costs for each vehicle in log books and vehicle files.
- Report any faults that are not repaired and any damage caused by user error to the Base logistics officers and Logistics Manager

Objective 2: Fleet Planning and Spare parts Stock Management

- Develop comprehensive list of regularly used spare parts and share with Logistics Coordinator for procurement
- Prepare additional equipment to be brought along according to needs (fuel, stickers, flags, tools, medical kit).
- Advise the bases on the technical condition of all the fleet (cars, generators, etc) and other equipment and propose short-term and long-term plans;
- Participate in the development of proposals (inputs on replacement of vehicles and generator, maintenance and repairs costs, etc);
Support the Logistics Officers in ensuring that vehicle documentations (insurance, licenses etc...)
- and other equipment (generator warranties) are up-to-date;
- Respect Action Against Hunger Standard Operating Procedures for fleet management.
- Respect the manufacturer technical conditions of use for the vehicle and other equipment
- Liaise with drivers to ensure strict compliance with the carrying limits vehicles, following the manufacturer specifications and ACF regulations.
- Develop and share monthly vehicle maintenance plan with Field Coordinators and logistics teams in the field and Juba
Support Warehouse Assistants in the management and maintenance of spare parts in stock in the two bases

Objective 3: Maintenance and regular vehicle check in the field

- Perform the daily vehicle pre departure checklist mentioned in the handbook, and weekly vehicles checklist and ensure that other drivers do the same.
- Provide guidance and feedback to all drivers & generator operators regarding the condition of their vehicle/Generator.

- Provides advice to the Logistics team across the mission regarding maintenance issues and fleet management.
- To provide timely report/assessment and recommendation on each vehicle when brought to the garage and make spot checks on current fleet
- Familiarizes himself with the contents of each Fleet manual, read and comprehend technical manuals and schematics or other related instructional materials necessary to make repairs that comply with technical specifications.
- Support the Logistics Assistant (Fleet) in monitoring logbooks to ensure that drivers are using the logbooks consistently and accurately (trip details, km's, fuel intake, mechanical problems etc...)
- Check that the items mentioned in the handbook are in the vehicle when leaving.

Objective 4: Safety control measures, driver test and capacity building responsibilities

- Maintain workshop and tools in a safe and clean condition and ensure that security measures are followed in the garage at all times.
- Safely uses all tools and equipment related provided in garage & will be responsible for any loss & damage to the tools.
- Mechanic will also perform test drive during recruitment stage of driver.
- Ensure that drivers capacity are built to enable them conduct minor repairs and services on vehicle

Objective 5: Supply chain management

- Participates actively (exclusively in terms of quality control) in the procurement of spare parts, lubricants and fuel and ensures that all the spare parts received in stock are genuine. And advice for procurement of new vehicles, generators and various tools.
- Assist storekeeper by providing technical information needed.
- Do technical reception of spare parts shipments
- Issue and check supply chain documentations
- Assist in small procurement and follow up of repair and maintenance (welding, tyre mending..);
- Work in LINK and able to create and share of Procurement Lines (PLs) in LINK

QUALIFICATIONS

- Secondary School Certificate or at least a graduate certificate in mechanical engineering is an added advantage
- Minimum three (3) years' experience in vehicle maintenance or in related field

SKILLS & EXPERIENCE**a) ESSENTIAL**

- Minimum three (3) years' experience in vehicle maintenance
- Excellent skills in mechanics
- Skills in electrical maintenance
- Good driving skills with two year driving experiences and valid driving license/permit.
- Good knowledge of Land cruiser and generator
- Good communication skills
- Good writing report skills
- Very good numerical skills.
- Previous experience in the use of word processing, excel and data bases
- Knowledge of defensive driving techniques sufficient to exercise special precaution and take evasive action to protect passengers.
- Mechanical ability to identify vehicle malfunctions and perform minor repairs and maintenance
- Ability to read, write and speak in English, Arabic and local dialects.

b) PREFERRED

- Previous experience with Action Against Hunger
- Previous experience working with INGO or UN agencies as international staff is preferred.
- Proven knowledge and experience of logistics core competencies

*To apply send your application with CV, cover letter and three professional references recruitment.ssd@acf-international.org or recruitment@ssd-actionagainsthunger.org specifying **"Roving Field Mechanic"** in the title of your email, or deliver your application to: Action Against Hunger Office at Hai Cenima Juba Town, Next to Bari Church.*

The deadline for applications is Friday 12th January 2018 at 5:30 pm. NOT due to urgency of the position we will be reviewing the applications as they come and interviews may be done before the closing date.

Note: Applications submitted are non-returnable

Roving Field Mechanic Officer

