



JOB TITLE: Fleet Officer
 Department: Logistics
 Location: Gendrassa (Maban County)
 Date of Advert: 16/01/2017
 Date of Closure: 02/02/2017
 Reporting to: Area Logistics Manager

<p>CHAIN OF COMMAND</p> <p>Hierarchical: Area Logistics Officer</p> <p>Supervises: Fleet Assitants, Head of Drivers</p>	<p>WORKING RELATIONS</p> <p>Internal: Program teams, Security Officer, Procurement Officer</p> <p>External: partner organizations, suppliers</p>
<p>GENERAL</p> <p>The Fleet Officer is in charge of running ACTED logistics operations in Maban. He is in charge of directing the logistics team to ensure that the procurement, warehouse, IT, and fleet teams are supporting the program teams appropriately. He is in charge of ensuring the respect of all related ACTED procedures and will spearhead their implementation where not already in place.</p> <p>The fleet assistant realizes operational procedures towards effective utilization and maintenance of motorized assets. He assists the Fleet Officer in his daily task.</p>	
<p>RESPONSIBILITIES</p> <p>Fleet and Fuel Management</p> <ul style="list-style-type: none"> Control and manage the cost of the fleet (fuel) Accountable for the overall compliance with the fleet management procedures <p>Maintenance and Follow up of the ACTED fleet</p> <ul style="list-style-type: none"> Edit, update, and design the Maintenance Schedule Ensure that the Maintenance Schedule is respected Manage the cost and budgets related to the maintenance and repair of the vehicles Is responsible for the state of the fleet, both mechanically as well as the cars' interior Ensure that a spare-part follow-up document is maintained and accurate 	





ACTED

- Raise timely order forms to maintain the spare-parts stock
- Ensure the maximum level of availability of the Fleet

Fuel

- Follow-up and manage the level of fuel stocks and contingency stock
- Ensure that ACTED motorised assets are refuelled in a timely manner and according to ACTED guidelines
- Ensure that the use of fuel is documented according to ACTED guidelines

Transportation

- Ensure transportation of people and good according to requests from Program and Coordination teams
- Ensure the maximum utilization of the Fleet
- Manage the allocation of vehicles to the different teams

HR

- Collect and verify all staff attendance sheets and other HR related documentation
- Follow-up on drivers' presence and good conduct with the Head of Drivers
- Communicate all necessary information to the drivers
- Organize individual and group trainings to the drivers

Reporting & documentation

- Ensure that all necessary reports are prepared with accuracy and submitted on time
- Report all necessary information according to ACTED guidelines
- Dispose all documentation in appropriate filing system

For operation purpose the Fleet Officer can be requested occasionally to fulfil other task or responsibility.

REQUIREMENTS

Education and Experience:

- Bachelor in Logistics and 3 years professional experience in Fleet related position or 3 years of professional experience in Fleet related position

Skills:

- Perfect writing and speaking of English
- Good speaking level of Arabic
- Technical knowledge in mechanics
- Microsoft Excel
- Spoken Mabanese a plus

Quality:

- Curious and willing to learn
- Very rigorous and organised
- Team player



ACTED

Applications

- Applications should be submitted in English, and should include:
- detailed CV
- cover letter
- photocopy of all university degrees
- photocopy of national ID card,
- photocopies of work certificates related to past jobs
- All applications should be submitted to the ACTED Country Office in Juba (Hai Malakal, and ACTED Office in Maban (Doro Compound) in hard copy by February 02, 2017. Or by mail to juba.hrfficer@acted.org; gendrassa.administration@acted.org;
- ortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- Application materials are not returnable, therefore applicants are strongly recommended not to submit original documents.
- Note: This position is open to South Sudan Nationals & Women are encouraged to apply