

JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

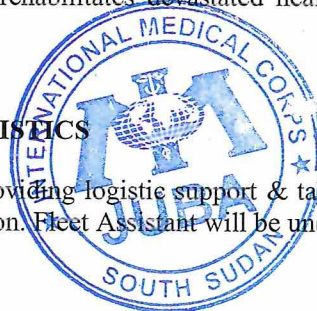
Job Title:	Fleet Assistant 1 position
Country Program:	South Sudan
Location of Position:	Juba
Report To	Logistic Manager
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	1/July/2024
Advertised date	27/May/2024
Closing Date for Applications:	13/June/2024

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

PURPOSE OF THE POSITION: LOGISTICS

The Fleet Assistant is responsible for providing logistic support & taking lead on complete fleet management and fleet focal for the mission. Fleet Assistant will be under the direct supervision of



Logistics Manager management of routine departmental tasks, organization, timely accomplishments of assigned tasks.

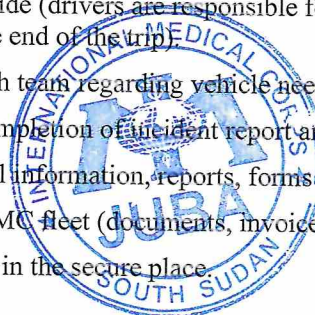
PURPOSE OF THE POSITION: FLEET/ LOGISTICS

Reporting to the Logistics Manager, the Fleet Assistant is personally responsible for the fleet as well as supporting the Logistics Manager in the operational oversight of the transport components within the IMC South Sudan Mission.



Essential Job duties / Scope of Work:

- Oversee the fleet to ensure good use and condition of the IMC fleet (cars, Quadbikes, speedboat, tricycle, and motorbikes in principle) as well as generators.
- Manage the drivers and complete their evaluations in a timely manner.
- Maintain a maintenance schedule for all vehicles and communicate the schedule to Field Logisticians and the Logistics Manager in a timely manner and ensure that the service and maintenance” forms accompanying the vehicle sent for maintenance.
- Monitor the fuel usage and report immediately any discrepancies in the fuel usage on mission fleet.
- Liaise with local mechanics and fuel providers to ensure IMC is receiving quality diesel, petrol, spare parts and vehicle maintenance.
- Assist in the completion of the fuel tracking sheets for the monthly fleet report.
- Compile Monthly Fleet Consumption reports with accuracy and quality data.
- Ensure vehicles have working, adequate spares, working seat belts, first aid kits, fire extinguisher etc.
- Directly manage and update the vehicle list for the IMC Juba Office
- Complete the Juba fleet report in conjunction with the other filed site Fleet reports
- Ensure that the vehicles are properly secured and fueled.
- Make sure that any professional driver and whoever is driving a vehicle is following the IMC fleet Management Policy.
- Prior to each departure, check for any security notice or directives for travel area and plan movements in response.
- Organize and supervise the daily fleet inspection (confirming documents, equipment, adequate fluids and fuel)
- Arrange for necessary supplies and services.
- Be sure that all the fleet is clean outside (drivers are responsible for cleaning out all rubbish form inside the vehicle at the end of the trip)
- Maintain regular communication with team regarding vehicle needs and conditions.
- Assist team members with proper completion of the incident report and follow-up action.
- Transmit to the Logistics Manager all information, reports, forms with regard to vehicles.
- File all information concerning the IMC fleet (documents, invoices, servicing)
- Be sure that all vehicle keys are kept in the secure place





- Report to Logistics Manager all and any defects, no matter how minor.
- Compile the weekly movement plan balancing the needs of each program and documenting the movement of each vehicle.
- Liaise with the Logistics Manager to ensure IMC Logistics policies are effectively carried out especially enforcing the application of the vehicle Policy.
- Supervise all maintenance on all IMC Fleet in Mission level.
- Ensure that generator log books are maintained and report any fault in operation.

Prevention of Sexual Exploitation and Abuse

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

Required Skills

Good knowledge of NGO Fleet Management procedures and Fleet Mechanics. Proficient in using MS Office spreadsheets and basic Computer literacy. Ability to Work within teams under tight deadlines. The successful Fleet Assistant should demonstrate good learning attitude, organizational and communication skills. He/ She would be detail-oriented team players with the ability to multi-task and meet deadlines. As Fleet Assistant typically work with the drivers and field fleet responsible, strong technical skills on fleet management are helpful.

Required Qualification

Must be South Sudanese by nationality. Should hold a **Diploma and/or University Degree in a relevant business field, logistics and management. Relevant 2-3 years of experience in humanitarian Logistics** operation; Strong organizational skills and discipline to follow outlined procedures; ability to interact effectively with International and National personnel. Excellent oral

and written English skills as well as Juba Arabic. Experience managing fleets of vehicles, motorcycles, quadbikes and generators. Basic computer skills; Excellent communication skills and problem-solving ability; Team player; Result focused and cost-conscious and Ability to work independently as well as cooperatively with team members. Previous experience in Logistics management (Fleet) for at least 2 years shall be Mandatory.

HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (**Documents are not returnable once submitted**) addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Juba Head Office Plot No 555, block :3-K Ton-Piny North, 1st Class Residential Area, Juba, South Sudan, Or to IMC Malakal Office

Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

Closing date for receiving application:
13/June/2024

Please note applications received will be reviewed on a rolling basis and this position might be filled before the closing deadline.

We appreciate your Applications; however, **Only Shortlisted Candidates** will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. Please do not submit your CV or application to this website, it will not be considered for review

