

JOB VACANCY ANNOUNCEMENT-

External/Internal

NO: MABAN.FLO-2024-04-15-249-N

Job Title: Fleet Officer (1 position National)
Location: Maban County, Upper Nile State, South Sudan
Duration: 3 months with possible extension depending on availability of funding
Reports To: Logistics Coordinator.
Start Date: ASAP
Eligibility: South Sudanese National Only

About RI: Relief International is a leading non-profit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

Job Summary:

Under the supervision of the Logistics Coordinator, the Fleet Officer is responsible for all fleet and transportation support activities in Maban. S/he is accountable for ensuring that all RI Global Fleet Policies and Procedures are followed while ensuring that vehicle management is consistent and in compliance with donor regulations.

Main Roles and Responsibilities:

Key Responsibilities:





In collaborations with program leads, ensure that RI Global Fleet Policies, Procedures, and UNHCR regulations are implemented.

Responsible for issuing vehicle keys to the designated drivers on a daily basis and to collect them at the end of the day.

Ensure that only one set of keys is in circulation and the spare keys kept in a secure locked cabinet/safe by Supply Chain & Operations Manager/Area Manager.

Responsible for report and documenting any vehicle keys loss incidents.

Ensure that all the cost of running the fleet including fuel and vehicle/generator workshop activities are monitored and controlled.

Closely work with the mechanic on vehicle/generator services, the required spare parts and service schedules.

Together with Mechanic, ensure that Vehicles and/or Generators receive proper maintenance (preventive and curative) and maintain proper electronic tracking of all vehicle repairs/service history.

Responsible for managing and supervising drivers on a daily basis, including drawing up of drivers' schedules.

Responsible for ensuring that all incidents (accidents) are reported on time and RI Vehicle Accident_Loss Report is correctly filled by the drivers.

Ensure that Maban Office Vehicles and Generators have stock of emergency petroleum and diesel fuel at all times.

In collaboration with program leads, ensure reception and preparation of harmonized weekly vehicle movement and transport schedule according to planned movement.

Manage vehicle allocation to optimally serve the needs of the Maban program.

Responsible for issuing vehicle gate passes for vehicle going out of the compound.

Ensure daily vehicle movement board is implemented and updated.

Accountable to ensure that every liter of fuel issued from the warehouse is used in RI vehicles and Generators and the use is well monitored, controlled and documented.

Follow-up on vehicle and generator logbooks usage and maintenance planning.





Responsible to ensure that the refueling system is implemented and maintained including raising of fuel stock releases.

Act as the third party during the refueling by cross-checking the amount released versus the amount recorded in the stock release form and the logbook.

Responsible for tracking vehicle insurance and registration by liaising with the Logistics Coordinator on the status of these documents.

Maintains proper documentation for fleet including logbooks, maintenance records, vehicle registration insurance and incident reports.

Ensure all vehicles are cleaned and road worthy at all times.

Coordinate movements of Vehicle fleet to ensure program and operations team goals are achieved at all times.

Ensure that the drivers respect RI safety and security rules and procedures at all the times.

Ensure that fleet data such as maintenance and fuel data is captured in the fleet management reports

Report promptly to the Logistics Coordinator/Supply Chain & Operations Manager any policy violation and Drivers' delinquency.

Prepare and submit accurate monthly Fleet report (Fleet Monitoring Assessment and monthly vehicle assessment reports) to the Logistics Coordinator by 2nd of every month.

Maintaining accurate filing systems, with documented and supported records of actions for audit purposes.

Accountability

Responsible to ensure that all fleet management is conducted in accordance with RI policies and procedures, donor regulations and local laws.

Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct are reported in accordance with incident reporting policy. The reporting of violations is an obligation on the part of all staff members.

Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers.



Policy compliance – Mandatory Reporting Policy (MRP): (5%)

Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct and other RI Policies are reported in accordance to the RI Reporting mechanism. The reporting of violations is an obligation on the part of all staff members.

Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers

Note:

The role of the Fleet Officer cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, Fleet Officer will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Job Qualifications and Minimum Requirements:

Degree in transport/Logistics/Supply Chain Management or related field

Minimum 1-2 years of relevant work experience.

Previous work experience in the field of supply chain management and procurement.

Previous experience in the NGO sector, especially in refugee camp, will be a distinctive asset.

Excellent interpersonal, communication skills required, including patience, diplomacy, willingness to listen and respect for colleagues and partners.

Excellent time management skills and resourcefulness with strong attention to detail.

High level of creativity and coordination.

Fluency in English is required.

Computer literacy (MS Office packages – Excel and Word).





General Condition:

Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

We would like to share Relief International's values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

Integrity

Adaptability

Collaboration

Inclusivity

Sustainability

HOW TO APPLY:

Aspiring potential interested applicants should complete Job application form, which can be collected at Relief International office in Doro, Batil or this form can also be downloaded from same website this advertisement is posted.

The job application form once completed, should be submitted along with motivational letter and copies of academic documents in seal envelop clearly marked **Fleet Officer N0: MABAN.FLO-2024-04-15-249-N** to Relief International office in Maban OR

Send your completed job application form via Email to recruitments@ri.org

Deadline: April 25th 2024, 5 pm SSD local time.

Females are highly encouraged to apply.

Only shortlisted applicants will be contacted.

