

VACANCY ANNOUNCEMENT**SHEJEH SALAM ACTIVITY
SCOPE OF WORK**

TITLE: Fleet Officer
GRADE: 6 - 8
DURATION OF CONTRACT: One-year, renewable
LOCATION: Juba, South Sudan
SUPERVISOR: Logistics and Procurement Director

**Project Background:**

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan. Shejeh Salam will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam is primarily programming in Unity, Western Bahr el Ghazal, Upper Nile, Greater Jonglei, and Eastern Equatoria regions, although the geographic focus may shift.

Position Summary:

The Fleet Officer will ensure safe transportation services for DT Global South Sudan / Shejeh Salam and support staff in their respective areas of operation. This position will ensure adherence by all to South Sudan traffic laws and DT Global South Sudan safety rules and follow the Shejeh Salam transport guidelines required by Security, Logistics, and Senior Management. The Fleet officer will be responsible for all daily movement, vehicle record keeping, maintenance, and repairs of the vehicle fleet.

Duties and Responsibilities:

- Manage Shejeh Salam vehicles, drivers and transportation scheduling and adherence to DT Global South Sudan policies.
- Maintain, advise, and manage all aspects of fleet management and movements in all offices in coordination with Shejeh Salam Logistics and Procurement Director, and Senior Management
- Coordinate movements with passengers and drivers daily and ensure that all vehicles are safe and road-worthy, utilizing checklists.
- Train drivers in protocols and maintenance and vehicle/driver-related security checklists and compliance
- Ensure and organize cleaning of vehicles and regular service schedules for vehicles and maintain service schedule files.
- Collect and distribute vehicle log-sheets to drivers; responsible for monthly compilation and submission of log-sheets.
- Maintain daily vehicle-driver requests and coordination of daily vehicle movements.
- Oversee fuel storage and consumption purchase and tracking, including coordination with gas suppliers.
- Ensure and organize cleaning of vehicles.
- Ensure and organize regular service schedules for vehicles and maintain service schedule files.

- Collect Vehicle Service Requests from drivers; submit requests to supervisor for review.
- Ensure maintenance and repairs are completed in a timely manner, preparing and monitoring purchase /Call Orders
- Ensure security measures for vehicles against a checklist, including parking, storage of keys, and emergency equipment/supplies.
- Ensure that security incident reports are completed and filed (if related to vehicles)
- Ensure that accident reports are completed and filed – while making sure the insurance company is informed accordingly.
- Maintain renewal of annual Vehicle Logbooks with the relevant authorities to document that Vehicles are roadworthy.
- Maintain annual Comprehensive Fleet Insurance in compliance with DT Global Policies and Fleet operational guidelines.
- Coordinate with the Assets and Facilities Specialist on issuing and tracking communication devices managed by logistics, such as mobile phones.
- Manage all aspects of regional travel outside of Juba for the project personnel, including planning, budgeting, and tracking.
- Administration: Support the Logistics and Procurement Director with organizing documents, filing and other support as needed.
- Any other task assigned by the supervisor and Senior Management Team.

Education and certifications:

- Completion of secondary school required; some technical or collegiate education is desirable. Driving courses desired
- Basic mechanical certification desired

Key Position Competencies and Experience:

- At least three years of experience managing fleet / fuel /drivers / transportation for an international organization.
- Valid drivers' license and extensive driving experience with clean driving record
- Demonstrated experience and/or certification as a mechanic desirable.
- Thorough technical knowledge of Toyota Land Cruiser, Toyota Hilux and other types of vehicles
- Experience supervising and scheduling drivers.
- Demonstrated organizational and clerical / filing / writing skills.
- Be proactive, have strong prioritization skills, and ability to work cross-culturally.
- Possessed leadership skills, humility, and self-awareness.
- A demonstrated ability to multi-task and process information into action to not delay operations activities.
- Working proficiency in English and Arabic languages.
- Demonstrated in-depth knowledge of Juba town.

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.

- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

Application Process:

To apply, please send your CV and Letter of Motivation as one single document to: shejehsalam-administration@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, phone number, and three referees including email and phone numbers for those referees; DO NOT submit any other recruitment documents at this time. In the email subject line, include the title and location of the position you are applying for, as advertised at the top of this job vacancy announcement. Please apply electronically, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. The deadline for submissions is **Friday, November 10, 2023, at 04:00 PM, CAT**. Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

