



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

Approved in the
Director of Labour
Bor office
11/6/2021

**Vacancy Re-Advertisement
ICRC – South Sudan**

FUNCTION: DISPATCHER 1
PLACE OF EMPLOYMENT: BOR

PURPOSE

Dispatcher 1 dispatches vehicles in a safe, objective-driven and economical manner and organizes drivers' assignments.

FUNCTION DESCRIPTION

- Organizes and plans drivers' duties and assignments; dispatches the assigned vehicles.
- Monitors, records vehicles use, fuel consumption and create weekly plan for vehicles movement.
- Keeps tracks of all vehicle movements using Humanav or similar tools.
- Dispatches vehicles in the working days, over the weekends and public Holidays, as operations require.
- Ensures good coordination with direct supervisor and/or other departments.
- Ensures the drivers are instructed and monitored for correct and safe loading.
- Ensures that vehicles are ready to be driven at any time with all the documentation, equipment and relevant tools, following ICRC standards and guidelines of the direct supervisor.
- Ensures that the Performance management of the team is carried out according to guidelines.
- Records any accident or damage and ensures that proper documentation is submitted in a timely manner.
- Follows up registration documents for vehicles, local insurance, national technical controls.
- Compiles the fuel reports of BRX Area of Responsibility and sends it to the Logistics Site Manager.
- Participates in organization & preparation of field trips and convoys in coordination with direct supervisor.
- Verifies that all national traffic and ICRC security rules are applied.

MINIMUM REQUIREMENTS:

- A Technical/professional school diploma in a relevant field. An Associate Degree is an Asset.
- Additional Vocational training in Fleet Management, Administration, Logistics or other related fields.
- 3-5 years of experience in fleet management, logistics or similar position
- Good command (spoken and written) of English and/or Arabic.
- Good computer skills.
- Valid driving license.
- Good knowledge of the area of assignment.
- Familiarity with all-terrain Vehicles and VHF radio.

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

HOW TO APPLY

Interested candidates should submit their application including copies of relevant certificates and nationality ID in English, to ICRC offices in **Juba, Malakal, Bentiu, Wau, Bor, Rumbek, Akobo and Yei** or email: brx_recruitment_services@icrc.org until **Wednesday, 30th June 2021**.

1. Motivation letter setting out why you are the most suitable candidate for this role.
2. CV, copies of certificates and nationality ID. Please clearly mark the position title in the subject title of your email.

Equally qualified women and people with disability are strongly encouraged to apply

Only Short-listed Candidates Will Be Contacted. Applications Received Will Not Be Returned

