



VACANCY ANNOUNCEMENT



Job title:	Country Fleet Officer
Location:	Juba with extensive travel to the field
Reports to:	Supply Chain Coordinator (SCC)
Posting Date:	1 July 2022
Closing Date:	22 July 2022

General Description of the Programme & GOAL

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 13 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. GOAL is committed to work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage.

Job Purpose

To spearhead the effective and efficient operation and management of all GOAL South Sudan fleet (vehicles, quad bikes, motorcycles, boats and generators) in accordance with GOAL procedures and manufacturer guidance.

Duties and responsibilities

Fleet Management:

- Prepare and monitor the Fleet annual service plan with support from supply chain coordinator (SCC), Field Operations Managers (FOMs) and Area Coordinators (ACs),
- Provide accurate budget information for fleet maintenance and servicing,
- Develop quarterly travel plan with SCC, ACs and FOMs in line with servicing schedule and field site needs
- prepare Maintenance and service plan for all country fleet.
- Provide generic specifications for parts and consumables needed for operations,
- Support in the purchasing of genuine spare parts, field level purchases and external maintenance works to ensure safety of vehicles and cost efficiencies,
- Monitor the use of spare parts across the country programme,
- Monitor fleet conditions and use and advise the SCC on options for more effective use to support programme delivery
- Educate drivers and fleet operators on basic maintenance, safe operation, and completing daily and weekly maintenance checks.
- Identify future and current fleet problems and report to the FOMs and Logistic Coordinator
- Ensure proper disposal of waste, used oil, batteries, and other used/obsolete spare parts according to policy and in line with appropriate environmental practices,



- Analyse fleet reports from all locations, ensure proper recording, identify potential fleet performance issues, and compile consolidated country report.

Servicing & Repairs

- Conduct or supervise all major servicing on GOAL fleet and ensure the quality and safety of all work carried out,
- Fill in and sign Job Cards for all servicing and repairs done on each fleet.
- Prepare Job Cards for external/contracted servicing, works or repairs done to each fleet.
- Travel to field locations with sufficient spare parts, tools to carry out regular servicing and maintenance at each location/project as per the servicing plan or as needed
- Keep accurate records of workshop tools and equipment provided
- During servicing check each has GOAL standard first aid kit and tools
- Ensure all vehicles have stickers showing km of next service and maintenance

Reports and documentation:

- Submit field trip reports to SCC, FOMs and ACs,
- Ensure accurate Country Fleet report is compiled by 7th day of the next month,
- Submit Service and Maintenance plan report monthly.

General:

- Work as part of the team to ensure effective systems support
- Provide training to drivers and basic vehicle management.
- Other duties as assigned from time to time to support delivery of organisational activities
- Be always professional in the workplace and follow GOAL policies and procedures
- Be active in staying up to date with GOAL policies and in learning new skills

Behaviours

The Fleet Officer and Mechanic is expected to act as a representative of GOAL and demonstrate the highest standards of ethical behaviours and fulfilment of GOAL values. The Fleet Officer and Mechanic must be able to successfully multitask, work to changing priorities, maintain high attention to detail and ensure full completion and closure of tasks.

Requirements (Person Specification)

Essential

- National diploma/bachelor's degree in mechanical engineering/other relevant professional qualification or >5yrs specific experience.
- At least 5 years relevant experience working directly as a mechanic,
- At least 2 years relevant experience working in an administrative role,
- Computer literate with strong skills in Microsoft Excel and Word.
- Sound numerical skills.
- Good interpersonal and communications skills.
- Good written and verbal communication in English.

Desirable

- Familiarity with the use of cloud document management.
- Able to work in Arabic and English.

Safeguarding

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.



Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

HOW TO APPLY

There are two ways to apply. Please only use one.

1	<p>Submit your cover letter, CV and copies of certificates in a sealed envelope with the position you are applying for stated on the envelope to GOAL Office.</p> <p>Do not submit original documents – GOAL will not be held liable for any lost documents. GOAL does not return applications and will retain documents in accordance with organisational policies.</p>
2	<p>Email your cover letter, CV and scans of certificates to goaljobs@ss.goal.ie</p> <p>State the position you are applying for in the email subject line.</p> <p>Note: GOAL can only receive emails of 5MB or less. GOAL will not be liable to emails not received</p>



Closing date: Applications received after deadlines will not be considered.

Note: due to Agency of the position application may be reviewed as they come in only shortlisted candidates will be contacted.

