



Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

World Vision is a Christian Relief, Development, and Advocacy Organization dedicated to working with Children, Families, and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity, or gender. All employment in World Vision is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking qualified and dynamic Individuals (Man or Woman) who are willing to share in our vision and promise to Children, to join us in the role below:

Job Title	Fleet Officer
Reporting to:	Admin & Fleet Coordinator
Location:	Juba National Office, South Sudan
Department:	Finance and Support Services
Availability:	As soon as possible

Purpose of the position:

The Fleet Officer is responsible for the effective management, utilization, and maintenance of World Vision International (WVI) South Sudan's vehicles, motorcycles, and related fleet assets. The role ensures safe, reliable, and cost-effective transport solutions that support WVI's humanitarian and development programs. With a mechanical background, the Fleet Officer provides technical oversight on vehicle



maintenance, preventive care, and repair processes to maximize fleet performance and extend the vehicle's lifecycle.

1. Dimensions of the Role

- **Staff Supervision:** Direct supervision of drivers and mechanics.
- **Fleet Assets:** Oversight of vehicles, motorcycles, and other motorized assets assigned to WVI South Sudan.
- **Budget Responsibility:** Monitoring of fleet-related costs (fuel, repairs, maintenance, insurance).
- **Stakeholder Engagement:** Liaison with field offices, service providers, and government transport authorities.

Major Responsibilities

Fleet Management & Coordination

- Maintain and update the fleet inventory for vehicles, motorcycles, boats, and generators.
- Plan and coordinate vehicle allocation based on program and operational priorities.
- Monitor fleet utilization and prepare monthly/quarterly fleet performance reports (mileage, fuel, cost per km, downtime).
- Ensure compliance with WVI Fleet Policy, donor requirements, and South Sudan transport regulations.
- Policy implementation, implement stringent measures to enforce policies on the control, use, and management of fuel to set up and maintain a clear record of fleet consumables.
- Staff Supervision, provide direct support to fleet management subordinates, ensure effective performance management processes according to WV policies are implemented
- Performance Management, draft monthly reports on all vehicle-related issues and share for consolidation. Each draft report is to include a cost analysis of vehicles, generators, heavy-duty mobile equipment, and motorcycles. Report on the cost of each operation and the overall cost.

Vehicle Maintenance & Mechanical Oversight

- Oversee routine preventive maintenance, servicing, and inspections of vehicles and motorcycles.
- Diagnose and troubleshoot mechanical issues; provide technical support to drivers and field staff.



- Approve repair quotations and ensure service quality through regular garage inspections.
- Maintain accurate maintenance records, including costs, spare parts, and service schedules.
- Train drivers on daily checks, proper handling, and basic emergency repairs.

Fuel & Cost Control

- Manage and track fuel consumption through logbooks, fleet management systems, or fuel cards.
- Prepare fuel forecasts, monitor allocations, and prevent misuse.
- Investigate anomalies in consumption and recommend corrective measures.

Compliance, Safety & Risk Management

- Ensure all fleet assets are properly registered, insured, and have valid road permits.
- Implement WVI road safety standards, defensive driving, and accident prevention measures.
- Safety & compliance, ensure Health and safety measures are in place in relation to vehicles and equipment, investigate all fleet accidents, service irregularities, and operational status, and make appropriate recommendations.
- Conduct accident investigations and prepare incident reports with recommendations.
- Ensure availability of safety kits, first aid boxes, fire extinguishers, and tools in all vehicles.

Team Management & Capacity Building

- Supervise drivers, mechanics, and fleet support staff.
- Develop duty rosters and monitor driver performance.
- Conduct training sessions on road safety, WVI vehicle policies, and defensive driving.
- Mentor junior staff in fleet operations and mechanical practices.

2. Knowledge, Skills, and Competencies

Education & Qualifications

- Bachelor's degree or diploma in Mechanical/Automotive Engineering, Transport & Logistics Management, or related field.
- Professional certification in fleet management or transport/logistics is an added advantage.



- Minimum of 3–5 years' experience in fleet management and mechanical supervision, preferably in INGO/NGO or humanitarian sector.
- Proven experience in diagnosing and managing vehicle maintenance and repair.
- Experience in supervising drivers and managing service providers.
- Strong knowledge of vehicle diagnostics, repair procedures, and preventive maintenance.
- Proficiency in Microsoft Excel and fleet management software.
- Strong analytical ability to monitor costs, fuel usage, and performance indicators.
- Excellent report writing and communication skills.
- High integrity, accountability, and resource stewardship.
- Strong interpersonal and leadership skills with the ability to work in multicultural settings.
- Problem-solving mindset and ability to work under pressure.
- Commitment to World Vision's Christian values, mission, and child protection/safeguarding standards.
- Position based in **Juba National Office** with frequent travel to field offices.
- May require extended working hours and travel in difficult or insecure conditions.
- Combination of office-based work and field-level mechanical oversight.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter, and updated CV with at least three referees with their telephone numbers as per the instructions below:

Interested applicants should apply through the link:

Advert duration	2nd – 19th September 2025
Click this link/copy this to the browser & apply	https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Juba-South-Sudan/Fleet-Officer_JR44922



The online open vacancy will automatically close on the specified date and time. Any attempt to apply after the deadline won't go through.

Please note that only shortlisted candidates will be contacted. Once submitted, documents will not be returned to the candidates.

World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

Disclaimer: World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information up front. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.

