



## JOB ADVERTISEMENT

### MECHANIC AND FLEET OFFICER. 1 Post (AWEIL)

#### VACANCY REF NO. SS SR MECHANIC AND FLEET OFFICER (MAL1092551)



#### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control, and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. Malaria Consortium work on malaria is being increasingly integrated with other similar public health interventions for greater impact and therefore expanding our remit to include maternal, new-born and child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis, and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice.
- behaviour change communication.
- national and international advocacy and policy development.

#### Country and project background

Malaria Consortium began its activities in South Sudan in 2005, its main office is in Juba and sub offices in Aweil, Northern Bahr El Ghazel. Its programme areas include the Boma Health Initiative, Nutrition for children under five years, Health systems management, and LLIN mass distribution. Malaria Consortium in South Sudan work with the Ministry of Health ((MOH) at the National and State level on policy and guideline development.

The current programs in South Sudan are the Seasonal Malaria Chemoprevention (SMC) funded by GiveWell and the Health Sector Transformation Project (HSTP) funded by the Government of South Sudan and other donors through UNICEF.

The goal of the HSTP Project is to have an Improved health and nutrition status for the population that saves lives and reduces morbidity (including maternal, infant and under-5 mortality). The project is intended to contribute to the strengthening of the leadership and management of the health system and increase health system resources for an improved health sector through; Enhanced delivery of integrated health services through a network of health facilities., Expanded Community health services for the prevention and treatment of common conditions based upon the Boma Health Initiative Guidelines, Strengthened management of the Supply Chain for essential drugs and commodities and a Stable health systems that are responsive.

Seasonal Malaria Chemoprevention (SMC) aims at reducing morbidity and mortality in children under the age of 5 years through the intermittent administration of antimalarial medicines to healthy children aged



between 3-59 months to prevent malaria infections caused by Plasmodium falciparum in areas where malaria morbidity and mortality are high, and malaria transmission is seasonal.

Malaria Consortium Seeks to Recruit: -

**Job Title:** Mechanic and fleet Officer  
**Location:** Aweil  
**Department:** Operation  
**Reports To:** Medical Logistics Manager  
**Direct Reports:** None  
**Indirect Reports:** None  
**Travel involved:** None.  
**Contract Period:** 6 months.  
**Closing date:** Closing Date 12<sup>th</sup> May 2025 at 5:30 PM

#### Job purpose

The Mechanic and Fleet Officer oversees the maintenance and service of all vehicle and motorbikes ensuring that all are safe and roadworthy before they are released to carry our any activity.

#### Scope of work

Ensure MC fleets are in good and safe working order. The post holder will organize and run the maintenance schedules (for cars, motor bikes and generators); train staff; report on fleet status and condition; ensure adequate relevant spare stocks are in place; manage maintenance facilities, tools and consumables and travel to satellite bases to provide support as required.

#### Key working relationships

- Medical Logistics Manager
- Logistics Officer
- Logistics Assistants
- Drivers
- program staff.



#### Key accountabilities

The successful candidate will be responsible for the following duties:

##### Vehicle Rules and Regulations (15%)

Ensure all drivers adhere to all national & Malaria Consortium (MC) vehicle related rules and regulations.

- Report any breach of rules to the Logistician.
- Train and monitor MC drivers to perform correct daily vehicle checks.
- Ensure vehicle maintenance records are up to date and complete.
- Monitor the safe use of vehicles by drivers, through direct observation but also by monitoring mechanical and cosmetic indications of vehicle misuse.
- Give feedback to the Logistician regarding any necessary updates to the existing vehicle rules and regulations.
- To ensure that all MC Vehicle fleet systems and processes are implemented and followed in accordance with standard MC systems and Donor's procedures
- Produce and disseminate appropriate and timely vehicle fleet management information (narrative as well as budgetary reports and forecasts) to the Field Logistician.





### **Vehicle Safety and Security (15%)**

- Ensure the proper functioning of communication equipment aboard the vehicles (VHF, HF, or satellite equipment);
- Assist the Logistician to train drivers on how to react during an emergency situation.
- Arrange or give First aid skills/training, communication equipment skills, basic principles of emergency field repairs, evasive driving, evacuation of vehicle under security threat, dealing with suspected mined areas; (special advice to be sort after, regarding suspected mined areas)
- With the Logistician ensure all vehicles are equipped with a complete first-aid kit, tool kit, consumable kit, food and water, spare tyres, Jack and wheel brace, vehicle recovery kit (cables, ropes, shovels, picks, saws), spare fuel jerry cans, fire-extinguishers;
- Ensure safety and security incidents are reported immediately, and in writing, to the Area Coordinator and Logistician using the appropriate MC incident report form.
- With the Logistician ensure that drivers are properly rested, eat and drink regularly, and are in acceptable physical condition to operate their vehicles.
- To ensure that the vehicle, generator and motor bike maintenance schedules are up to date and implemented as well as ensuring that repairs are carried out at agreed standards as per planned schedule while ensuring accountable management of vehicle, generator and Moto bike operation and maintenance of both Generator, vehicle and Moro bike
- Develop a system for managing fuel distribution addressing the issues of control in both the consumption and usage of fuel for both Vehicle, Generator and Moto bike
- To ensure that all staff are aware of MC's rules and regulations for vehicle usage and that all drivers (MC or contracted) are competent and conversant with MC's security guidelines
- To ensure that all MC drivers including drivers of hired vehicles are conversant with MC security guideline and vehicle & safety policy. Monitor compliance and advice the management accordingly

### **Vehicle, Generator and Motor Bike Mechanical Asset Maintenance and Repairs (60%)**

Provide continuous training and monitoring of drivers so they correctly perform daily maintenance checks and keep track of the vehicle's maintenance needs as scheduled;

- Conduct all minor and major repairs for MC vehicles, Motor bikes and generators.
- Ensure proper tools, spare parts, and consumables are available to perform scheduled maintenance/basic repair of vehicles and motor bikes.
- Train drivers in emergency field repairs;
- Maintain links and good relations with local maintenance facilities whether private, NGO, or UN in order to make contingency plans for repair support equipment.
- Asses vehicle maintenance needs in accordance with the local conditions and developing a vehicle maintenance checklist and service plan
- Follow the repair maintenance schedule for all MC vehicles, motor bikes and generator
- Ensure genuine parts are procured and fixed to vehicles, Motor bike and Generators
- Ensure vehicle condition are monitored before sending for a field trips

### **Vehicle Planning and other Duties. Administrative and other duties (5%)**

- Actively contribute to the short and long-term planning of vehicle movements and management of fleet;
- Liaise with drivers returning from the field & inform the Logistician as soon as possible if the condition of any vehicle prevent it from being deployed safely as this will affect the planning;
- Provide detailed assessment and preparation for any vehicle before deployment to the field location.



- Ensure the drivers are carrying spare tyres and the vehicle is fully equipped with first aid kit, and communication equipment to aid the trip.

#### **Programmatic (5%)**

- Provide required technical support for country wide operations both for vehicles as well as other mechanical equipment and generators.
- Provide technical advice and support to logistically heavy programme operations which require extensive usage of vehicles for determined periods of time;
- Attend relevant technical meetings and share advice and information with the rest of the team;
- Perform other relevant tasks as required.

#### **Person Specifications**

##### **Qualifications and Experience**

###### **Essential:**

- A diploma in Motor Mechanics or equivalent
- A minimum of 3 years' experience in fleet maintenance and mechanics
- An extremely flexible and positive attitude, able to cope with insecure and basic conditions
- Experience of maintaining/repairing generators and Toyota Land cruisers and motor bikes
- Experience of training and giving basic mechanical skills to drivers
- Excellent references from reputable garages and institutions

###### **Desirable:**

- Experience of working in challenging situations such as South Sudan
- Experience of working in insecure and dangerous locations
- Experience in fleet maintenance for a large International NGO

##### **Work-based skills**

###### **Essential:**

- Excellent mechanical and maintenance skills
- Excellent driving skills, including a valid national driving permit
- Good knowledge of national road networks and their condition
- Ability to follow security protocols
- Good command of written and spoken English

###### **Desirable:**

- First aid skills
- Good Communication skills
- Ability to train others



##### **Application Submission Criteria:**

To Apply please visit our website and apply online and submit the Application letter and CV.

[www.malariaconsortium.org](http://www.malariaconsortium.org) vacancy page.

This Position is open to only Qualified South Sudanese. Female candidates are encouraged to apply.



We appreciate your application; however, only short-listed candidates will be contacted. If you have not been contacted within two weeks of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website for other suitable opportunities. Thank you for your interest in Malaria Consortium.

**We need to keep beneficiaries safe, so our selection process reflects our commitment to safeguarding. Malaria Consortium has a zero-tolerance approach to Abuse and exploitation of children and vulnerable Adults both within and outside the workplace.**

**Applicants are therefore required to read Malaria Consortium safeguarding policy and the code of Conduct before applying for this role. This is attached to the advert online.**

