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Approved by
MOLRSS
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INTERNATIONAL MEDICAL CORPS

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JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

Job Title:	Fleet Assistant (01)
Country Program:	South Sudan
Location of Position:	Malakal.
Position Opened for:	South Sudanese only (Internal and External)
Desired Start Date:	15/6/2021
Advertised date	20/05/2021
Closing Date for Applications:	09/06/2021

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Summary of the Duties and Responsibilities

Purpose of The Job:

Reporting to the Logistics Manager, the Fleet Assistant is personally responsible for the Malakal vehicle fleet as well as supporting the Logistics Manager in the operational oversight of the transport components within the IMC Malakal Field, Upper Nile Program





Specific Responsibilities:

- Oversee the fleet to ensure good use and condition of the IMC fleet (cars, Quadbikes and motorbikes in principle) as well as generators
- Manage the drivers and complete their evaluations in a timely manner
- Maintain a maintenance schedule for all vehicles and communicate the schedule to Program Managers and the Logistics Manager in a timely manner and ensure that the "service and maintenance" forms accompanying the vehicle sent for maintenance.
- Monitor the fuel usage and report immediately any discrepancies in the fuel usage of any vehicle or motorcycle
- Liaise with local mechanics and fuel providers to ensure IMC is receiving quality diesel, petrol, spare parts and vehicle maintenance.
- Assist in the completion of the fuel tracking sheets for the monthly fleet report.
- Ensure vehicles have working, adequate spares, working seat belts, first aid kits, fire extinguisher etc.
- Manage and update the vehicle list for the IMC Malakal
- Complete the vehicle report in conjunction with the Logistics Officer Malakal
- Ensure that the vehicles are properly secured and fueled
- Make sure that any professional driver and whoever is driving a vehicle is following the IMC rules
- Prior to each departure, check for any security notice or directives for travel area and plan movements in response.
- Organize and supervise the daily fleet inspection (confirming documents, equipment, adequate fluids and fuel)
- Arrange for necessary supplies and services.
- Be sure that all the fleet is clean outside (drivers are responsible for cleaning out all rubbish from inside the vehicle at the end of the trip).
- Maintain regular communication with team regarding vehicle needs and conditions.
- Assist team members with proper completion of incident report and follow-up action.
- Transmit to the Logistics Manager all information, reports, forms with regard to vehicles.
- File all information concerning the IMC fleet (documents, invoices, servicing)
- Be sure that all vehicle keys are kept in the secure place.
- Report to Logistics Manager all and any defects, no matter how minor.
- Compile the weekly movement plan balancing the needs of each program and documenting the movement of each vehicle
- Liaise with the Logistics Manager and Site Manager to ensure IMC Logistics policies are effectively carried out especially enforcing the application of the vehicle Policy.
- Supervise all maintenance on all IMC vehicles
- Ensure that generator log books are maintained and report any fault in operation.





KEY WORKING RELATIONSHIPS

External: The South Sudan Police; other security agencies/firms operating in IMC areas of operations; other NGOs. Local Mechanics, fuel contractors, carpenters, electricians, plumbers, generator contractors and mechanics

Internal: Programme Managers, Finance and Administration, Logistics department, Warehouse Officer, Senior Driver, Logistics officer, Site Manager and Logistics Manager

Qualifications

- Diploma from a recognized university or college
- Computer literacy and ability to use Microsoft Word and Excel and Outlook Email

Experience:

- Five years' experience with non-government organizations in Supply Chain and/or transport department
- Experience managing fleets of vehicles, motorcycles, quadbikes and generators
- Knowledge of generators
- Basic automotive mechanical skills
- Ability to manage groups of people and complete evaluations
- Experience working in a team environment
- Must be physically fit
- Previous experience working within the management team of a large organization

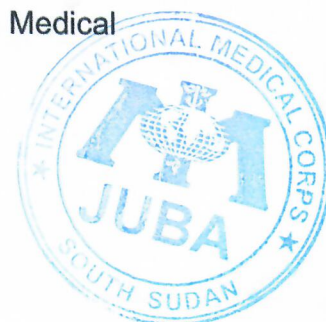
Skill and Abilities;

Preferred:

- Committed to the mission and principles of the International Medical Corps
- Computer literate
- Good team player
- Ability to raise and communicate issues effectively
- Flexibility
- Ability to balance multiple needs and priorities
- Ability to work under pressure with scarce resources

Mandatory:

- Committed to the mission and principles of the International Medical Corps;





- Operational management – understand IMC policies and systems and applies them effectively;
- The ability to work within a team environment;
- Ability to work with all grades of staff;
- The ability to solve basic problems;
- Can identify issues and problems early and inform line manager;
- Respectful both within the organization and with external interactions;
- The ability to adapt and learn, accept constructive criticism and instructions from superiors;
- Can communicate well both verbally and in basic written communication across all departments;
- Lives up to commitments and works towards the aims of the organization.

Sexual Exploitation and Abuse

Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps

Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

Competencies: -

- Good organizational, forecasting and planning skills with the ability to review establish and implement effective warehouse management systems.



- An understanding of requirements of a rapid response emergency operation.
- Attention to details and excellent numeracy.
- Diplomacy, agile, tact and communication and negotiation skills.
- Fluent spoken and written English and Juba Arabic local dialects
- Flexibility, adaptability to work under tight deadlines and pressure.

Success factors: -

- Conscientious with as excellent sense of judgment
- Ability to work simultaneously on multiple tasks.
- Willingness and ability to work effectively with a wide variety of people.
- Ability to work as part of a team and coordinate with project personnel.
- Computer literate and strong organizational skills.

HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Juba Head Office Plot # 1. Block C West, 3rd Class, Nimra Talata, Near Basketball Stadium, Juba Town, Central Equatoria

Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com.

Please do not submit your CV or application to this website, it will not be considered for review

