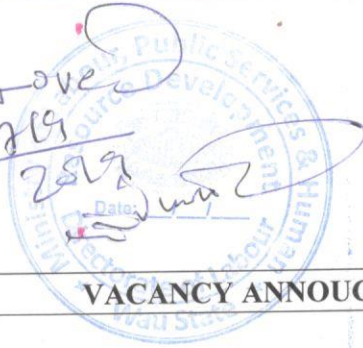


Approved
12/19
2019



THE JOHANNITER



VACANCY ANNOUNCEMENT – Base and Fleet Officer

Johanniter-International Assistance is an International Non-Governmental Organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. In South Sudan, Johanniter is operating health, ICCM, GBV/Protection, Nutrition and WASH programs in Wau State.

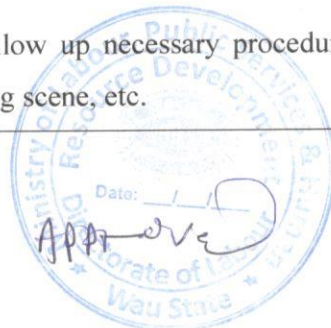
Job Title: Base and Fleet Officer (1post)	Duty Station: Wau Office
Department: Operation	Section: Logistic
Supervisor: Logistic Manager	
Other Relationships: Team leaders, M&E officers, Nutrition officers, Finance/HR Staff, Logistic Manager, Supply Chain Officer, and Security guards among others	
Staff Managed: None	
Main Purpose of Job: Base and Fleet Officer is under direct supervision of the Logistic Manager. The Base and Fleet officer will promote adherence of Johanniter fleet system and procedures, maintain good interpersonal communications skills and stimulate positive dynamics and support the stores, transport and fleet functions of Wau office consistently with project objectives.	
Main Duties: <ul style="list-style-type: none">• Ensure the daily updating of the vehicle movement plan and refer to the logs manager in case of problems• Receive the weekly movement requests for staff and ensure that all movements are managed as best as possible with the vehicles and drivers available.• Assess and update status of corridors of access, route maps, checkpoints /delivery points and ensure security protocols are adhered to.• Together with the head driver, ensure proper coordination of movements of staffs and visitors with flights and ensure the availability of a vehicle and driver to conduct the pick-up and drop-off from the airport.• Together with the head driver, maintain the vehicle logbook folder in an orderly fashion ensuring each vehicle has a dedicated folder with all required documents• Ensure that the relevant checklists are well-filled.• Complete the Individual Vehicle Monthly Analysis sheet for each vehicle and provide the analysis to the Logistics Manager along with recommendations on a monthly basis.	

1.1. Human Resource Management

- Ensure that all the staff under his/her supervision adhere to the organization policies
- Together with the Head Driver, develop and manage the drivers' timetable, using the assigned vehicles
- Ensure that all drivers and Johanniter vehicles and motorcycle users have valid and up to-date driving licenses.
- Together with the logistics manager, conduct a performance appraisal to all contracted staff and recommend any training needs to ensure they meet set standards.
- Together with the head driver, evaluate each driver's performance by checking on their vehicle maintenance costs, accidents and upkeep of the vehicle.

1.2. Vehicle, Motorcycle & Generator(Engines) Maintenance

- Manage the maintenance schedule for all Johanniter engines (motorcycles, vehicles and generators)
- Make sure all Johanniter vehicles are well equipped with safety and security equipment (seat belts front and back seats, fire extinguishers, first aid kits, basic & recovery tools, communication equipment etc.)
- Ensure that each motorcycle rider has standard protective and reflective gear.
- Supervise the mechanical workshop
- Report any problems which require an external technician to the logistics manager.
- Supervise the mechanic to ensure that all engine repairs and maintenance are as per the maintenance schedules and in a timely fashion
- Supervise the mechanic to ensure that all unforeseen repairs on all engines are identified and fixed promptly
- Ensure all spare parts, consumables and lubricants are registered on the relevant section of the vehicle Logbook and included in the Individual Vehicle Monthly Analysis sheets.
- With the support of the Logistics Manager, ensure that all engines have relevant insurance cover and that the policies are evaluated and paid on time.
- With the support of the Logistics Manager, ensure that all vehicles and motorcycles have their registration licenses and logbooks renewed on a timely manner including fire extinguisher certification
- In case of accidents follow up necessary procedures (insurance company, traffic police, lawyer, reporting, visiting scene, etc).





- Together with the mechanic, generate the request for procurement for spare parts required and handover the request to the logistics manager for procurement.
- Ensure that sufficient stock is available for all scheduled maintenance and expected repairs.
- Manage the generator timetable implementation
- Work with the Supply chain officer and store-keeper to ensure spare parts and tool kits are being properly stored and inventoried.
- Ensure that spare parts fitted into Johanniter engines are genuine and the costs are within both market rates.
- Generate all fuel requests for all the “engines”

2. Base Management

2.1. Compound Management

- Work with the maintenance worker/technician to ensure that the office and guesthouse are well maintained and all repairs requirements reported are attended to in a timely manner and are cost-effective
- Report to the logistics manager any major breakdown that needs external technical input.
- Ensure that the water and electrical facilities within the compound are functional at all times
- Ensure that there is a stock of items available for all standard compound repairs and maintenance such as light bulbs, drinking water, cooking gas, etc.

Reporting:

Maintain up to date records on above functions for provision of reports to supervisor as requested.

Confidentiality:

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of The Johanniter International Assistance acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

Note: The role of the Base and Fleet Officer cannot be limited to the specific duties and tasks detailed herein. The success of the Johanniter’s humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the Base and Fleet Officer will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

Qualifications, Skills and Experience:

Education:

University Degree or Diploma in Fleet/Automotive Management, Mechanical Engineering or any other related fields of training.

General principles of mechanical knowledge, Stock management, and Logistics management.



Minimum of 3 years of progressively responsible professional logistics/transport experience particularly in mechanics and fleet management including base management

Experience within the humanitarian sector with multicultural and multi-disciplinary teams is highly desirable.

Functional skills and knowledge:

- Remains productive when under pressure.
- Demonstrates a systematic and efficient approach to work.
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds.
- Good communication skills.
- Should be a Team player
- Ability to work with minimal supervision

Languages: Fluency in local language and good working knowledge of English and Arabic.

The position is open for: **SOUTH SUDANESE NATIONALS WITH ALL NATIONAL DOCUMENTS.** Please submit one page letter of motivation outlining your interest, qualifications and CV if you would like to be considered for this position.

Applications submission is not later than Thursday October 3rd, 2019 at 5:00 PM South Sudan time.

How to apply: Deliver your updated CV, Motivation letter, certificates and copies of your national ID as single document to the office of HR Department at Johanniter International Assistance, Wau office located in Daraja west at former GIZ office in **Sika Hadid**, Wau State – South Sudan.

While our country office in Juba is located adjacent to **TM lion Hotel**, opposite **Suk Wewe**.

Online applicants should submit their applications through e-mail to hr.southsudan@thejohanniter.org

Please indicate the title of the position you are applying for in the subject line of your application and note very well that an unmarked application will not be considered for short listing.

However, only the short listed candidates will be contacted for the interviews. Attach only the copies of your academic credentials while the original will be asks during the interview.

NB. PLEASE DO NOT SUBMIT THE ORIGINAL DOCUMENTS.

All the photocopies will remain the property of Johanniter International Assistance.

Note: Qualified female candidates are strongly encouraged to apply

