



Job Advertisement **Assistant Fleet Manager (1 Position)**

The Carter Center (TCC) provides Technical Support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication and Trachoma Control Programs. The Carter Center is currently seeking to recruit a dynamic, qualified candidate for the post of **Assistant Fleet Manager** based in Juba and field site in the rural locations of South Sudan.

Title: Assistant Fleet Manager (1 Position)
Duty Stations: Juba (40%) with frequent field work (60%). **40:60 ratio**
Duration: Current- August 31st, 2024
Closing Date: July 09th, 2024
Probation: 3 Months

Reporting to: Fleet Manager

Job Purpose: To provide Fleet Technical Support to TCC-Supported, MoH-GOSS South Sudan Guinea Worm Eradication Programme (SSGWEP) and Trachoma Control Program (TCP). The Assistant Fleet Manager will report to the Fleet Manager and work closely with the Hub Mechanics. The role will include maintaining excellent preventative maintenance measures while directly supervising the Fleet Administrator.

Key Responsibilities:

- To keep the TCC SSGWEP fleet, including all Trucks, small vehicles, Generators, and motorbikes in all locations, in the best possible technical and operating condition. Responsible for properly caring for all workshop tools, equipment, and supplies.
- Strict Compliance with TCC Maintenance SOPs and Transportation policy, ensuring highest Safety standards at workshops and sites are met and avoiding accidents.
- If necessary, directly assist the Mechanics in all locations and take shared responsibility for proper maintenance of records and care of workshop tools, equipment, spare parts and consumables on the stock.
- To assist the Fleet Manager by inspecting each vehicle to verify if it is in good condition.
- Assist the Fleet Manager in drawing Vehicle Maintenance plans and

completing fleet mechanical evaluations and disposal plans. To assist the fleet manager in identifying the relevant needs and quantities for purchasing all spare parts, Lubricant, consumables, and supplies necessary to maintain all vehicles adequately.

- Responsible for prioritizing, scheduling job tasks and mechanics at all Hubs to best utilize the workforce and available time.
- Maintain workshop and maintenance records with Hub Mechanic, as requested by the Senior Operations Manager and Fleet Manager.
- Perform other duties that may be appropriate to the position or as requested by the Fleet Manager.
- To report any violations of TCC Transportation policy or the Code of Conduct immediately to the Fleet Manager. Ensure all vehicles, at all locations are examined daily, and all checklists are duly completed and signed off.
- Coordinate vehicle maintenance, repairs, and inspections to ensure safety and compliance with SOPs.
- Generate regular reports on fleet performance, including mileage and be able to spot trends in breakdowns.

Person Specifications:

- **South Sudanese Nationals only**
- Education; Completed Technical Training in the following fields of discipline: Motor mechanics, all Craft Technical levels of training, Fleet management and transport.
- Proven track record of staff Management and capacity building
- A construction or transport background is highly desirable.
- Vehicle assessment, Maintenance, overall review of repairs and disposal
- Training Capability and support
- Three (3) years' experience in a similar role with a reputable organization or entity.
- Fluency in English and Juba Arabic

Application deadline: July 09, 2024.

Only shortlisted candidates will be contacted. **Women** candidates are highly encouraged to apply. **No original** documents are required at this stage.

For Interested candidates, please submit your application comprising of: (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) Cover letter detailing how you qualify for this position to:

HR Dept. Applications may be submitted either by:

1. Email: **recruitment-ssd@cartercenter.org** (attachments in .doc or .pdf formats only)
2. Hand delivery to the TCC main office in Juba Town/Jebel Nyoka or any of our field hubs located in: Kapoeta, Lafon, Awerial, Rumbek, Uror and Tonj East.

