



Vacancy announcement

Fleet Officer (1) for DanChurchAid's South Sudan Office

DanChurchAid (DCA) is looking for an experienced Fleet Officer. The position is a one-year position with the possibility of extension based on performance and donor funding. Duty station will be Juba with frequent travels to field locations.

DCA is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

The Fleet Officer is an integral part of the Country office team, supporting the efficient running of the Programme in South Sudan. H/S is accountable and directly responsible to the fleet Operations for the timely and cost-effective running of all CO vehicles and fuel; The Fleet Officer will be responsible for;

<b>PURPOSE</b>	<b>Analyse</b>	<ul style="list-style-type: none"> <li>• Train drivers in driving skills, basic maintenance, and servicing of vehicles in the field.</li> <li>• Design and maintain a CO Service History Tracker for all vehicles, generators, trailers, and fire extinguishers.</li> <li>• Raising the necessary Stock Requests or PRFs for repairs or services</li> <li>• Travel frequently to the DCA field offices which have vehicles to conduct spot checks and to assist the TAs to compile Stock Requests and PRFs</li> <li>• Responsible for approving and ensuring all repairs outside of the servicing and maintenance schedule are carried out in a timely fashion. The Fleet Officer is responsible for obtaining a quotation from the Supplier prior to having work carried out</li> <li>• Responsible for carrying out all investigations concerning vehicle accidents and ensuring all vehicle accident reports are fully completed and filed.</li> <li>• Responsible for ensuring that all vehicle insurances and MOT's are kept up to date Report vehicle accidents directly after been informed to Insurance HoProLog</li> <li>• Share monthly reports with DCA SMT that covers the entire fleet and gives a clear overview of mileage, usage of spares, fuel and other repairs.</li> <li>• Keep clear folder for each vehicle where Log sheets should be keep for easy reference</li> <li>• Scan and upload Log sheet]s on PPD on Intranet under relevant project</li> <li>• Upload Log sheets regularly on ADMIND which is a DCA owned software.</li> </ul>
<b>ENGAGEMENT</b>	<b>Collaborate</b>	<ul style="list-style-type: none"> <li>• In conjunction with the Procurement Officer, ensure all maintenance and fuel contracts are managed/tracked correctly and timely</li> <li>• In conjunction with the Procurement Officer, ensure that all documentation relating to the vehicles such as licencing, insurance, logbooks are up to date and the renewal of documentation is done in good time without affecting operations</li> <li>• In conjunction with field staff, prepare Stock Requests and PRFs in good time so that operations are not delayed or affected</li> <li>• Maintain and account for all vehicle spares, generator spares and tyres, fluids, batteries held by HMA</li> <li>• Monitor and manage the refuelling of CO vehicles when in Juba Seek advice and guidance from the Procurement Officer as required</li> </ul>



<b>DELIVERY</b>	<b>Manage</b>	<ul style="list-style-type: none"> <li>• Ensure all servicing is done in good time and file all repairs and maintenance to the vehicles and generators.</li> <li>• Ensure that all the necessary safety equipment and tools are in the vehicles and signed for by the driver</li> <li>• Ensure that copies of all relevant vehicle documents such as Logbook, insurance, log sheets, list of emergency telephone numbers, etc. are maintained in a folder in the vehicles at all times and the drivers are familiar with these documents to show to traffic police, if there is a spot check.</li> <li>• Ensure all governmental requirements of owning and maintaining vehicles such as annual vehicle inspection, annual renewal of logbooks, etc., are duly complied in a timely manner.</li> <li>• Ensure log sheets are regularly maintained for vehicles by drivers, and compile monthly fuel consumption report as well and analyse the mileage and running cost of each vehicle, carbon footprint, etc. and share with Finance Department.</li> </ul>
<b>Qualification</b>		<ul style="list-style-type: none"> <li>• Minimum 5 years proven experience as Fleet Officer, or similar role, covering all aspects.</li> <li>• Minimum of Bachelors' degree in Procurement and Logistics and other related field,</li> <li>• Strong communications, interpersonal, organisation, and listening skills.</li> <li>• Excellent written and verbal communication skills in English, Arabic as advantage</li> <li>• General accounting and procurement principles and standards.</li> <li>• Working with Maconomy - financial system software.</li> <li>• Candidate ready to embrace the four DanChurchAid values of compassion, proactive, responsible</li> </ul>

DCA is an equal employer, so, we encourage women to apply, and this position is open only for South Sudanese national.

Interested candidates can apply through: [Fleet Officer \(1\) for DanChurchAid's South Sudan Office - Intranet DCA \(empty.com\)](#)

Deadline for application is September 3<sup>rd</sup>, 2022.

