



Job Title: Fleet officer
Location : Monrovia
Reports to: Supply Chain Coordinator
Grade: 8B
Country : Liberia

Female candidates are strongly encouraged to apply

The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation and post-conflict reconstruction support to victims of natural disaster, oppression and violent conflict in 42 countries. The IRC is committed to bold leadership, innovation and creative partnerships. Active in public health, education, livelihoods, women's empowerment, youth development, and protection and promotion of rights, IRC assists people from harm to home.

The IRC believes that improving systems and training staff are initiatives that will continue to strengthen its institutional capacity to qualitatively deliver on its overall goal and mandate. Through new skills, shared experiences and lessons learned, personnel are capable of proactively executing their functions and responsibilities. In addition, developing and instituting better policy and regulatory options will lead to proper planning, efficient resource utilization and maximum productivity by staff, thus delivering the best of services to beneficiaries.

JOB OVERVIEW

The Fleet Officer is responsible for the efficient coordination and management of all transport, fleet, and equipment management functions for IRC's Country Program Office. The position is also responsible for the maintenance and policy standardization of good Fleet/Transport practices ensuring the appropriate safeguarding of all IRC Vehicle including Motorbikes and assist the Supply Chain Coordinator in providing supply chain support and training to IRC Liberia staff. This position will require travel to provide technical support to other field sites

1. Fleet/Transport

The Fleet Officer is accountable for logistics and fleet management operations;

- Responsible for the coordination of all transportation needs for equipment, staff and personal effects both domestical and international.
- Set up a formalized weekly vehicle request and schedules with Fleet Assistant.
- Conduct transport need assessments and put in place management for all Drivers
- Consolidate and review all vehicle reports and data log sheets by coordinating with all sites to ensure all reports are accurate and filed appropriately.
- Understanding local department transport requirement.
- Manage vehicle insurance and registration and has good understading on customs clearance procedure.
- Develope vehicle management cost analysis and Repair management
- Work with Supply Chain Coordinator to analyze data & reports related to vehicle fuel consumption, vehicle maintenance schedules, fleet capacity and operating cost for all sites and feedback to field Logistics on a monthly basis.
- Understand the use of Vehicle (GPS) intelligence tracking software.
- Undertake (documented) monthly and ad-hoc physical inventory checks of vehicle spare parts accessories.
- Reviewing and signing on vehicle fuel vouchers/forms, oversee daily transactions on Fuel Cards.

- Responsible for refueling and keeping accurate record and monitoring system on fuel consumption.
- Contribute to the revision of country specific policy
- Well maintained fleet and good filing system for all vehicles and generators.

2. Learning and Development

- Assess training gaps and Staff development in the areas of Vehicle/Equipment management.
- Setting team members' objectives and document training needs
- Conduct documented quarterly job performance reviews for all Fleet staff, providing appropriate feedback.
- Assist the Supply Chain Coordinator where necessary and manage orientation and on-boarding
- Ensure all counterparts who deal with supply chain processes are trained to standard

3. Reporting

The Fleet Officer is responsible for preparing and submitting accurate and analytical report:

- Monthly Fleet/Transport report to supply Chain coordinator by 2nd of every month,
- Generate and/or maintain comprehensive price list for spare parts and routine service maintenance.

Fleet/Transport Officer Competency's matrix:

The Fleet Officer Competency matrix is the primary supporting document to this job description and the Fleet Officer must ensure that all tasks are performed to standard.

Key Working Relationships:

Position directly supervises: Drivers.

Other Internal and/or external contacts:

Internal: Regular relationships with program staff, Operations and country Supply Chain staff at all levels,

External: Partners, Donors.

Requirements:

Education: College degree or equivalent in Supply Chain Management, Logistics, Business Administration or related field.

Work Experience: 4-5 years of work experience in supply Chain operations (Logistics/Transport management).

Demonstrated Skills and Competencies:

- Ability to lead teams and results focus
- Manage Supply chain risks
- Good collaborator and influencer with effective interpersonal and analytical skills who is able to work seamlessly across cultures, organizational units and suppliers.
- Ability to roll out supply chain policies and SOPs
- Solid knowledge and understanding of practical Supply Chain procedures and maintaining supply pipelines in areas with weak infrastructure.
- Strong organizational, interpersonal and communication skills.

- Strong computer competency with word processing, spreadsheets, databases
- Willingness to participate and contribute as a team member, under challenging working and living conditions.
- Able to work effectively in a highly matrixed structure

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The IRC and IRC workers must adhere to the values and principles outlined in IRC Way-Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

*To apply: e-mail your CV and covering letter to IRCLiberia.Recruitment@rescue.org OR addressed hard copy to: The HR/Admin Manager, International Rescue Committee, 11th & 12th Streets, Russell Avenue, Sinkor, Monrovia, Liberia or forward Application to IRC's nearest offices in Lofa, Bong, Sanniquellie and Clearly Label the envelope (Application: **Fleet Officer**)*

Deadline for Submission of Application is January 23, 2018 at 4:00 PM