LM02503
FLEET MANAGER

Level 9

Reports to (Hierarchical)
Logistics Coordinator / Technical Logistics Coordinator

Reports to (Functional)
Logistics Coordinator / Technical Logistics Coordinator

Job Family
Logistics and Supply

Main Purpose
Planning, coordinating and monitoring all logistics activities in the project related to fleet and motorized equipment management, both in the capital and the field, according to **MSF** standards and protocols in order to have the vehicles and equipment in optimal running conditions

Accountabilities
- In collaboration with the LogCo / Technical LogCo, planning, establishing and reviewing the fleet and motorized equipment management in the mission/project including its annual budget, in order to identify and prioritize operational needs and objectives of the mission
- Monitoring and ensuring the implementation of the fleet and motorized equipment management activities in the mission ensuring compliance to **MSF** standards, protocols and procedures This includes the following:
  - Implementing the specific procedures to ensure and to monitor that the vehicles and other motorised equipment (generators, pumps, etc.) inventory, documentation and first aid kit are inspected on a monthly basis by the responsible driver; that maintenance services (A, B, or C) are done on time and fully recorded in the vehicle logbook and to rationalize the use of fuel and other consumable items
  - Carrying out technical evaluations of all the hired vehicles, engines and transport companies, drawing up the necessary documents (contracts, etc.) in order to ensure the transportation services between the capital and the field.
  - Drawing up, in collaboration with the LogCo or Technical LogCo, an annual order for spare parts, and identify potential local providers (for spare parts, fuel and lubricants) in order to efficiently ensure maintenance activities of the fleet and motorised equipment. Together with the Supply Manager, organizing the storage of spare parts as well as the supply processes in order to ensure a quick lead time
- In collaboration with the LogCo / Technical LogCo and the HRCo, participating in the planning and implementation of HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required to correctly perform all logistics activities pertaining to his area
- Ensuring technical support and providing coaching and training to all drivers to ensure they adhere to all **MSF** driving rules and regulations, take good care of their vehicles,

prevent damage, perform routine maintenance activities and fill in the vehicle logbook with all relevant information. Providing supervisor advice on vehicle insurance in the mission in order to find the most efficient coverage
- Participating in monthly reports according to guidelines (SitRep, Logistics Statistical Report, etc.)
- Performing delegated tasks according to his her speciality and as specified in his/her job description

Education
Secondary education

Experience
Minimum of 2 years experience as a driver or desirable as a Head Drivers

Language Level Description
B2 Independent User
Vantage or upper intermediate

- Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation.
- Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

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