



Career Opportunities

Position Title	: Assistant Fleet Officer
No. of Post	: (1) Post
Report to	: Health Program Coordinator
Technical Report to	: Senior Fleet Officer
Department	: Rakhine Operations Management Unit
Duty Station	: Buthidaung
Grade	: C2
Benefit Packages	: Salary + Accommodation Allowance+ Hardship Allowance+ Additional Allowance+ Insurance + Communication Charges + Travelling Allowance + Home Return Leave /Annual Leave+ Quarantine Leave+ Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave Program
Application Deadline	: (19/06/2019), 16:30

Program Background: In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. With the support of IFRC, ICRC, MRCS has initiated Rakhine Operations Management Unit Program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. Program period is initial three months and high possibility of extension as long term program. Maungdaw, Buthidaung, and Rathedaung areas are under the management of Maungdaw Hub office. MRCS is setting up Operations Management Unit.

Purpose of this position: Supports the day-to-day operations and administration of the fleet department .May be responsible for general paper work with regards to fleet operations. May check vehicles in and out of the facility. Generally, supports Senior Fleet Officer.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"
"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"

Duties and Responsibilities

1. Participate in the preparation, planning and implementation of fleet activities to ensure delivery by program staff of goals and services to incipient on time.
2. Work closely with program and finance teams to delivery successful programs in compliance with MRCS regulations.
3. Supervise fleet management which include:
 - a) Ensure well used and maintenance of vehicles.
 - b) Schedule and monitor transportation from staff and materials according to program activities.
 - c) Monitor and manage log sheets, fuel consumption, and vehicle control and facilitate timely reporting for fleet activities.
 - d) Secure all MRCS vehicles are equipped with necessary documents and equipment.
 - e) Responsible for the day to day vehicle development, track the field movement and make sure the record is properly managed.
 - f) Perform filing of all documents related to the fleet as required.
4. Manage all vehicles in the field; follow up with the health program coordinator all movement.
5. Supervise all drivers in field, and make sure that all drivers are following MRCS driving procedures.
6. Report any accidents, insurance, license renewal or other documentation issues to senior fleet officer.
7. Coordinate with the procurement in charge person to ensure timely and accurate processing and documentation of procurements /services related to fleet.
8. Ensure travel records systems are well managed and maintained.
9. Liaise with finance to ensure compliance and payment schedules and all vehicles, fuel payments are paid timely.
10. Track the field movement and make sure the record is properly managed.

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11. Supervise and manage the fuel stock and fuel consumption and make sure the records are met with MRCS procedures.
12. Monitoring /supervision /maintenance of MRCS vehicles and generators.
13. Performs other related duties and responsibilities as directed by the Health Program Coordinator.

Skills, Competencies and Requirements

- Must be a Myanmar National
- Age Under 50 years old
- Minimum high school completion is required with relevant technical certificate is preferred
- Minimum two years' experience and one year's experience in fleet Management is preferred
- Good Experience in, vehicle, assets management and administration
- Ability to keep clear and concise records
- Experience of supervision of drivers
- Good knowledge of English languages skills (written and oral)
- Flexibility under pressure and in response to changing needs
- Interest in learning about the Red Cross/Red Crescent Movement

Application process: Please send your application letter, CV, and related documents (PDF Version) to;

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)

Email: mrcshrrecruitment@gmail.com

For more information and application, please visit to the www.redcross.org.mm

Only short listed candidates will be contacted for a personal interview.

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