



### Career Opportunities

Position Title	: Senior Fleet Officer
No. of Post	: (1) Post
Report to	: Hub Manager
Department	: Rakhine Operations Management Unit
Duty Station	: Maungdaw
Grade	: E1
Benefit Packages	: Salary + Staff house + Hardship Allowance + Additional Allowance + Insurance + Communication Charges + Travelling Allowance + Home Return Leave /Annual Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave Program
Application Deadline	: (24/06/2019), 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 Operation Management Unit.

**Purpose of the position:** The Senior Fleet Officer is responsible for ensuring all standard GOAL supply chain/logistics policies and procedures in the Management of Fleet including generators, the senior Fleet officer will be responsible for the overall condition and safety of GOAL vehicles and other hired vehicles to provide effective and efficient transport service for quality program delivery. The Senior Fleet Officer is responsible for the efficient use of resources in the transport department. The Senior Fleet Officer, will work under the supervision of the Logistics Manager and will work in close cooperation with Program and Finance departments.

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## Duties and Responsibilities

### Supervision and Implementation

1. Supervises and ensures the functions of the transport section in accordance with GOAL fleet manual guidelines.
2. Closely monitor the overall condition and safety of GOAL vehicles, motorcycles, generators and other hired vehicles to provide effective and efficient transport service for quality program delivery.
3. Ensure the fleet policy is adhered to by both GOAL employees and partners' employees.
4. Enforce compliance to statutory requirements by ensuring that GOAL vehicles are correctly insured and licensed vehicle as well as driving licenses are valid at all times. In addition, should ensure all vehicles hired by GOAL have proper insurance and licensing documents.
5. Ensure a maintenance/service schedule is in place and is adhered to in full; Keep clear records of all maintenance of vehicles which are to be kept in separate individual vehicle files.
6. Fuel Supplies. Ensure efficient fuel usage by checking on vehicles average fuel consumption rate using the consumption (liters) per KM indicator.
7. Ensuring all drivers register the log sheet for all vehicle usage and regularly checked.
8. Accident Reporting. Ensuring that all accidents or other incidents are reported, recorded correctly and investigated and improves safety standards on an on going basis.
9. Fleet & Motor Reporting. Receive regular fleet reports from transport and logistics officers, analyse the information for each vehicle & generator, check irregularities if any and recommend corrective action and submit to the Logistics Manager a monthly report.
10. Coordinating the countrywide fleet resources and analyse the existing fleet usage to determine future requirements for the Fleet.
11. Provide all necessary support to transport/logistics officers and ensure full implementation of vehicle management is in line with Operations GOAL standards and requirements
12. Performs other related duties and responsibilities as directed by the Head of Sub Office (Maungdaw).
13. Ensuring vehicle maintenance services are regularly scheduled and implemented.

### Staff management

14. The senior fleet officer is responsible to manage the performance of Fleet assistant and ensuring assistant fleet is supervising the driver in accordance with MRCS HR standards. Mainstreaming Issues

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15. The employee must read, understand and implement, according to area of responsibility, GOAL's policies and procedures on mainstreaming of Code of Conduct, Staff regulations and Child Protection.
16. Performs other related duties and responsibilities as directed by the Health Program Coordinator.

### Skills, Competency and Requirements

- Must be a Myanmar National
- Age limitation is not older than 50 years
- University Degree
- Diploma in transport management, logistics management is preferable
- Minimum of 3 years' related driving experiences and supervision of drivers
- A valid driving license
- Additional training in Auto mechanics as an advantage is preferable
- Demonstrated planning skills to deal with multiple tasks
- Good computer skills (Microsoft Office Package)
- Strong communication, negotiation and training skills is required
- Experience liaising with government bodies and partner organizations
- Good knowledge on financial and logistics procedure
- Effectuated English Language of written and oral is required
- 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 to; (PDF version)

**Head Office:**

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

Email: [mrcshrrecruitment@gmail.com](mailto:mrcshrrecruitment@gmail.com)

**Branch Office:**

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

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

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

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