



## Job Description

**Job Title: Fleet Manager**

**Band / Level / Grade: 7B**

**Department: Supply Chain**

**Location: Beirut with frequent field trips**

**Overtime Eligible: (per local law)**

The International Rescue Committee responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, IRC offers life-saving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in more than 40 countries and in 22 U.S. cities, IRC restores safety, dignity and hope to millions who are uprooted by conflict or disaster. IRC leads the way from harm to home.

### CONTEXTUAL BACKGROUND

The Syria crisis is often described as the worst humanitarian catastrophe since the end of the Cold War. Inside Syria, 7.6 million people are internally displaced and 12.2 million are in need of humanitarian assistance, with 4.8 million in hard-to-reach areas. There are 4 million Syrian refugees in neighboring countries. This is no short-term humanitarian episode. The devastating human consequences to huge numbers of people will endure for decades. The destruction of relationships, communities, livelihoods, homes and infrastructure will take years to repair.

IRC is offering a robust humanitarian response to the Syria crisis. With an annual budget in excess of \$140 million and a rapidly expanding portfolio, supported by more than 1,250 staff in the region, IRC is undertaking programs in Syria and the neighboring countries of Turkey, Iraq, Lebanon and Jordan in the fields of health, child protection, education, women's protection and empowerment, NFI and food distribution, cash assistance, water and sanitation, and livelihood programming. Our work in these challenging settings gives rise to some of the most pressing issues facing contemporary humanitarian action, including questions of access, security, funding and coordination.

**Job Overview/Summary:** To manage all IRC fleet in-line with SC strategies/ procedures and Fleet Manual as well as other guidance's, standards and processes to ensure a high quality service provision that meets the needs of the country operations & programs activities and service users with objectives of safety, environment and fleet management.

This role is primarily focused upon managing and conducting country level fleet management activities for and on behalf of IRC. The role will work closely with the Senior Logistics Manager, Fleet officers, dispatchers and drivers for providing the support services with responsibility for fleet management activities e.g. full vehicle pool system, ensuring local sourcing, timely deliveries, quality of goods and services, local market research. This role is expected to play an active role in training and support and other IRC staff in relevant fleet management activities and support the officers, dispatchers and drivers to ensure alignment in cross-function activity. As such, this role will require fleet management experience as well as excellent communication and organizational skills.

The current main challenge faced within this role is in ensuring fleet management activity is in compliance with IRC procedures, regulations and standards.

## **Major Duties and Responsibilities:**

### **Fleet Management:**

- To be responsible that vehicle fleet at the country level is optimised in its size, vehicle models, utilisation, running operational costs and is used as per set rules and regulations described in the IRC Fleet Manual and relevant SOP's.
- To ensure timely, accurate and correct data entry into the fleet management system and to maintain the country level vehicle fleet files with containing documentation with records of mileage, fuel, maintenance and repairs, accidents, and financial information as per IRC Fleet Manual, relevant SOP's and set procedures.
- To plan, allocate and co-ordinate local driver resources to ensure the most effective use of their time and the efficient delivery of transport services using available resourcing and route planning tools as appropriate to minimize the costs of such resources.
- To follow up monthly transport budget, available funding for vehicles' operation and manage vehicles operation cost on monthly basis
- Prepare annual budgets and reports regarding the fleet's operational costs and raise them to the Senior Logistics Manager and Supply Chain Coordinator for review
- To identify major defects and maintenance in the vehicles and on the basis of available budget, prioritize vehicles repair accordingly
- Ensure that all purchased, leased/rented or loaned vehicles are legally registered and insured. To maintain vehicles operation file and keep records for internal and external audit.
- Organize the replacement or disposal of damaged vehicles and raise requests to the Senior Logistics Manager and Supply Chain Coordinator for revision
- Maintain all fleet equipment in a safe and user ready condition
- Be familiar with local regulations / laws.
- Any other duties as may be assigned by the supervisor

### **Staff Management and Development**

- To provide support in testing, training of national fleet management staff to improve the management of quality and cost effectiveness of fleet management operations, promote adherence to best practice principles and compliance with all relevant regulation, legislation and IRC Fleet Manual
- Coach, train, and mentor staff with the aim of strengthening their technical capacity, exchanging knowledge within the team and providing professional development guidance
- Supervise and mentor direct-report staff, including communicating clear expectations, setting performance objectives, providing regular and timely performance feedback, and providing documented semi-annual performance reviews.
- Provide constructive feedback and counsel on appropriate career paths and professional development.
- Promote and monitor staff care and well-being; approve and manage all leave requests to ensure adequate coverage.
- Carry out regular training to all drivers on basic vehicle mechanic skills, daily vehicle inspection, drills on safety driving, defensive driving, etc

## **Fleet Reporting**

- To report monthly Logistics transport activities to Senior Logistics Manager and Supply Chain Coordinator.
- To ensure that the necessary information related to transport/fleet management is effectively shared and communicated to the Senior Logistics Manager and all other relevant IRC functions e.g. on driver/vehicle movements/fleet performance/driving safety and accidents
- To support the Senior Logistics Manager in managing, evaluating and reporting upon fleet management activity/performance to verify the meeting of delivery and quality targets, in-line with IRC and country strategies, and accurate and timely cost information.

## **Key Working Relationships:**

- **Position Reports to:** Senior Logistics Manager
- **Position directly supervises:** 2 Fleet Officers + Technical support for field based fleet team
- **Other Internal and/or external contacts:**
  - **Internal:** *Beirut based SC, finance and all program sector leads and staff*
  - **External:** *Develop and maintain effective relationships with partners & Key stake holders in supply chain, procurement counterpart's, and relevant government upon the request.*

## **Job Requirements:**

- Relevant university degree or technical diplomas (Mechanical trade qualification or Engineering certificate)
- At least 5 years professional experience in fleet management
- At least 3 years relevant field experience in logistics management, preferably with humanitarian or development organizations
- Experience of working in managerial role.
- Ability to write narrative and produce analytical spread sheet reports.
- Proven computer literacy in MS Word, MS Excel MS Outlook and related programs required.
- Ability to plan, prioritize, coordinate and perform multiple tasks simultaneously.
- Ability to work under pressure and to meet deadlines.
- Ability to work in a cross-functional environment
- Spoken and written fluency in English and Arabic essential.
- Willingness to put in extra hours as required.
- Able to work independently within a team environment
- Ability to pay support visits on the field in isolated areas.
- Demonstrate leadership and integrity.
- Valid international driving license

## **Personal Characteristics:**

- Strong sense of personal integrity.
- Attention to detail.
- Strong supervisory skills.
- Ability to multi-task.
- Team spirit and problem solving abilities.
- Interpersonal skills
- Project management skills
- Budget and financial management skills
- Excellent communications skills including report writing

**Returning National Candidates:** We strongly encourage national or returning national candidates to apply for this position. If you are a national of the Country in which this position is based and are currently located outside of your home country and possess over two years of international work experience, the Syria Response Region has introduced an attractive remuneration package. The package includes competitive compensation, return flight to post, shipping allowance, temporary housing and a relocation allowance. Certain restrictions may apply. IRC strives to attract, motivate and retain qualified national staff in our programs.

**Working Environment:** The position will be based in Beirut with frequent travel to Field Sites.

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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.

IRC et les employés de IRC doivent adhérer aux valeurs et principes contenus dans le IRC WAY (normes de conduite professionnelle). Ce sont l'Intégrité, le Service, et la Responsabilité. En conformité avec ces valeurs, IRC opère et fait respecter les politiques sur la protection des bénéficiaires contre l'exploitation et les abus, la protection de l'enfant, le harcèlement sur les lieux de travail, l'intégrité financière, et les représailles.