

**CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION**

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: TRANSPORT OFFICER.
DEPARTMENT/PROJECT: Logistics /RAP.
SUPERVISOR: LOGISTICS COORDINATOR.
LOCATION/DUTY STATION DADAAB.

DATE OF EMPLOY:

GRADE: F

JOB SCORE:

I: JOB SUMMARY:

The job holder will be in charge of the overall function of Motor Transport Capacity within Care Dadaab. The position will be tasked with developing and implementing effective Transport system within Care Dadaab with focus on the existing Transport Management Policies. The incumbent will also ensure at all times the Organization's compliance with the traffic regulations in accordance with the Kenya Traffic Act Cap 403 Laws of Kenya. He/She shall promote optimized transport and logistical operations of the Sector with minimal impact on existing operating procedures to support the transportation management processes.

II: RESPONSIBILITIES AND TASKS:

R1: Fleet Operational Management & Reporting.

- 1.1 Preparation of the Transport Departments' yearly operations plan.
- 1.2 Ensure maximized efficient vehicle operation, and travel demand management.
- 1.3 Overall vehicle operations planning; Allocation of vehicles to Care authorized Drivers.
- 1.4 Perform vehicle online tracking and monitor vehicle movement and trace violations with possible corrective action.
- 1.5 Record and analyze fuel consumption profiles to identify areas of high and low efficiency for targeted action.
- 1.6 Preparation of Monthly, and periodic fleet Management reports in a timely manner.
- 1.7 Monthly submission of updated data on vehicle usage and status.
- 1.8 Monthly generation of effective fuel efficiency reports in accordance with Care Vehicle Management Policy.
- 1.9 Ensure proper maintenance of all vehicle records, and other Office documentation.

R2: Fleet Maintenance & Usage.

- 2.1 Planning and organizing for cost effective vehicle repairs, and maintenance as per the Manufactures' specifications in liaison with the Workshop.
- 2.2 Ensure update of the master vehicle maintenance and inspection schedule to ascertain service of fleet as stipulated in the periodic servicing manuals.
- 2.3 Ensure correct update of vehicles logbook particulars by the Drivers making right entries.
- 2.4 Carry out preliminary investigations on transport related incidences and road accidents in view of managing risks and exposure.
- 2.5 Ensure the requirements for vehicle safety, security, health, and work environment for passenger staff and Drivers are met.
- 2.6 Assist in the development and maintenance of active road accident prevention programs.
- 2.7 Fuel and mileage management; Monitor vehicle fueling, and usage by all authorized Drivers.
- 2.8 Ensure all vehicles are cleaned, and safely parked at their designated lots by 6:00 PM.

R3: Supervision of Drivers.

- 3.1 Supervision of all RAP Drivers; workforce development, coaching, and discipline.
- 3.2 Undertaking the mid-year and annual appraisal of Drivers.
- 3.3 Preparation of Driver annual leave plans in line with the Organization policies.
- 3.5 Conduct trainings for Drivers on basic vehicle maintenance, safety & security, and road safety.
- 3.6 Enforcement of Organizational regulations on vehicle management and ensuring compliance with the Kenya Traffic Legislative Act.
- 3.7 Ensure prompt reporting of vehicle accidents, and mishandling by all authorized Drivers.
- 3.8 Ensure proper vehicle handover by drivers before they proceed on leave.

R4: Vehicle Legislation and Documentation.

- 4.1 Ensure the necessary vehicle legislation requirements are up-to-date in accordance with the Traffic Act by facilitating renewal of vehicle Insurance covers, Government Inspections, TLB and other road licenses.
- 4.2 Ensure all vehicles are equipped with the necessary documentation such as Emergency contact and communication protocol, accident/incident report forms prior to making trips.
- 4.3 Advise the Organization on changes or amendments regarding the Kenyan Traffic code on vehicle registration and operations certification.

R5: Management of Outsourced Transport.

- 5.1 Monitor fuel consumption of the outsourced fleet on a weekly basis.
- 5.2 Regular weekly checks of the vehicle drivers' logbook particulars.
- 5.3 Advise the Management on the operational condition of the vehicle.
- 5.4 Ensure maximization and efficient use of the outsourced transport for logistical operations.

III: AUTHORITY:

- Spending Authority:
- Supervision:
- Decision Making:

IV: CONTACTS/KEY RELATIONSHIPS:

Internal:

- Care Dadaab/Nairobi Staff.
- Mechanical Services Unit.

External:

- UNHCR and other Agencies.

V: WORKING CONDITIONS:

The position posting to Dadaab Main Office with occasional visits to the Camps and other program sites. This is a non-family work station. Hot weather is prevalent throughout the year with limited basic amenities. Road movement between the work station and Garissa as well as inter-camp movement must be under police escort (Scheduled convoys), with strict adherence to security instructions all the time. It is a six days work station with a compensatory time off according to CTO policy. The incumbent will be required to travel to Nairobi office and perform official responsibilities as will be required.

The incumbent shall reside in the CARE compound while executing official duties and shall obey and adhere to residential compound regulations.

VI: QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

Education: Essential requirement is a Diploma in Mechanical (Automotive) Engineering. Additional Diploma in Logistics, or Motor Transport Management will be an added advantage.

Experience: 5 years of relevant work experience.

Certificate: Proficiency in Computer Applications.

Competencies:

- Professionalism: Demonstrates ability to manage diverse transport operations.
- Leadership: Strong negotiation skills and ability to influence others to reach consensus.
- Excellent knowledge of institutional mandates, policies and guidelines pertaining to transport operations and related matters.
- Commitment to Continuous Learning: Willingness to keep abreast of new developments in the field of transport management and logistics, in order to produce the most cost effective transport options for complex logistical situations.
- Communications: Excellent communication skills.
- Planning & Organizing: Ability to coordinate the work of others, work under pressure in tight and conflicting deadlines handling multiple concurrent projects/activities.
- Teamwork: Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____