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| **TITLE:**  Fleet Assistant | | |
| **TEAM/PROGRAMME: Supply Chain (Logs/Fleet)** | **LOCATION: Gaza FO – Dair Al Balah  Subject to change depending on SC priorities** | |
| **GRADE**: 5 | **CONTRACT LENGTH:** 6 months with the possibility of extension based on availability of funding. | |
| **CHILD SAFEGUARDING: (select only one)**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  This position is responsible to support the Fleet Officer in managing the daily operations of the organization's fleet of vehicles and generators to ensure the efficient and safe transport of staff, goods, and services in one hand and to assure generators in all premises are managed as per the policy. This role will be responsible for assisting in the coordination, maintenance, and monitoring of vehicles, ensuring that they comply with safety standards, and supporting drivers in their daily tasks. The Fleet Assistant will play a crucial role in ensuring that transportation services are provided effectively to support Save the Children’s programs. | | |
| **SCOPE OF ROLE:**  **Reports to: Fleet Officer**  **Staff reporting to this post: NA  Role Dimensions: SCI operates in a highly complex context in oPt. The Country Office (CO) has an annual budget of around $12m, and approximately 70 staff. The CO works in the West Bank and Gaza through two field offices, in addition to the main country office in Ramallah. SCI in oPt operates a decentralised programme model, requiring the post holder to engage with key stakeholders through a matrix management structure. Projects and/or components of Projects may be added or removed from the post holder depending on the evolving Programme portfolio.** | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Assist in the daily scheduling and coordination of vehicle assignments, ensuring optimal use of fleet resources. * Assist in coordinating with program teams to meet transportation needs for field trips, deliveries, and other operations. * Maintain accurate records of vehicle requests, usage logs, and driver assignments. * Monitor vehicle maintenance schedules, ensuring timely servicing and repairs in line with the organization’s policies. * Inspect vehicles regularly to ensure they are safe, roadworthy, and compliant with regulatory and internal standards. * Coordinate with approved garages and suppliers for vehicle maintenance and repairs. * Assist in managing the driver team, ensuring that they adhere to schedules, safety standards, and internal policies. * Monitor drivers' daily performance and compliance with driving regulations, reporting any concerns to the Fleet Officer. * Monitor fuel consumption across the fleet, ensuring efficient use of fuel and reporting discrepancies. * Assist in preparing fuel usage reports and maintaining accurate fuel logs. * Collect and compile fleet-related data, such as mileage, fuel consumption, vehicle conditions, and incident reports. * Prepare weekly and monthly reports on fleet activities, usage, and any maintenance issues. * Support the Fleet Officer in analyzing fleet efficiency and implementing cost-saving measures. * Assist in ensuring that all vehicles comply with local transport regulations, insurance requirements, and safety protocols. * Assist in maintaining updated vehicle documentation, including licenses, permits, and insurance. * Support in responding to any vehicle accidents or incidents, ensuring proper documentation and reporting.   **Other**   * Other projects as defined by the HRM. * Be prepared to vary day to day activities and work pattern/hours in humanitarian response situations. * Position holder may be required to outside of normal duties and working hours during emergency responses. | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * Bachelor’s degree Diploma or equivalent in Business Administration, or any relative field * Valid Driving license * Basic knowledge of mechanics and repair * Good knowledge and computer skill (Excel, Word …ect.) | | |
| **EXPERIENCE AND SKILLS**  **Essential:**   * At least two years’ experience in managing fleet or any related field. * Valid Driving license * Basic knowledge of mechanics and repair * Basic knowledge of HF and VHF radio equipment use * Ability to monitoring logbook properly * Excellent interpersonal, communication and presentation skills. * Highly dedicated and motivated for the organization * Spoken Arabic language is must.   **Desirable**   * Speaking English would be an advantage. | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |