

Department: Operations

Responsible to: Logistics Manager

Location: Tubmanburg

Contract length: One year

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

Job purpose

The Mary's Meals vehicle fleet coordinator is responsible for the efficient and effective maintenance and use of MML vehicles and generators and coordinated function of drivers

Key activities

Fleet management

- To ensure that the project vehicles, in all locations, are in working condition and safe for project purposes;
- Ensure that a maintenance schedule is developed and adhered to by the maintenance teams;
- Create reports detailing the maintenance concerns of the vehicles and the requirements for spare parts;
- Provide accurate cost estimates for repairs for the attention of the Logistics Manager;
- Monitor the repair costs, fuel consumption and security procedures of all fleet vehicles and motor bikes in the three project locations
- Ensure that the drivers leave and absences are addressed in the monthly work plans;
- Train Drivers as required;
- Ensure timely registration of all motorbikes and motor vehicles.
- Supervise and manage a team of Drivers and Mechanics.
- Manage, assign and track the use of a pool of vehicles as required.
- Perform any other reasonable duties commensurate with the role as may be assigned by the Supervisor.

Fuel Management

- To manage the fuel card system of the drivers including organising payments for fuel distribution;
- To document and report on fuel usage for each vehicle - including ensuring that a vehicle log system is developed and adhered to

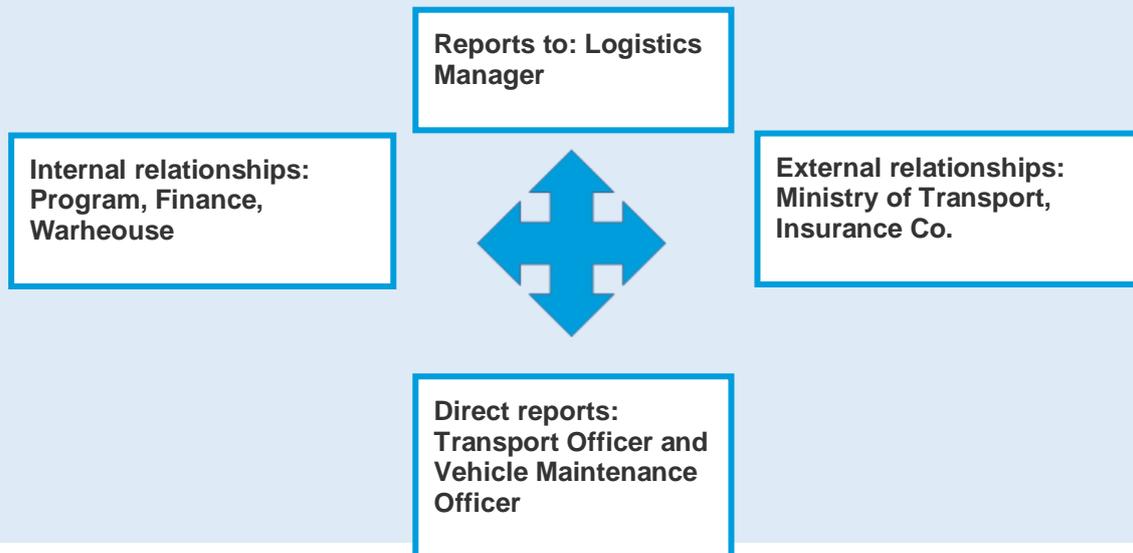
Safety and security

- Ensure that Drivers have valid licences and are fit to drive, for example by arranging eye tests;
- Develop a monitoring system for ensuring all drivers, vehicles and distribution officers return to base at the end of each working day;
- Organise a mobile repair vehicle for repairs or assistance for vehicles experiencing problems in the field;
- Ensure that all vehicles are equipped with fire extinguishers, tow ropes, tarpaulin and essential tools and that an inventory for these is maintained;
- Ensure all vehicles are equipped with First Aid Kits

Reporting

- Prepare monthly reports on repairs and maintenance and fuel consumption of each vehicle and motorbike for management decision making
- Create a monthly report itemising the activities of the fleet and the condition of the vehicle fleet in the previous month.
- Create accident reports form for instances of damage to the project vehicles
- Monitor the condition, fuel consumption and security procedures of the compound generators at the six project locations
- Provide reports detailing information on the status of the driver's insurance, licenses and current training.

Key relationships



| Qualifications, skills and experience | Essential | Desirable |
|--|-----------|-----------|
| High school Graduate | ✓ | |
| Excellent communication and negotiating skills | | ✓ |
| Degree in Public / Business Administration | ✓ | |

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| Working knowledge of auto and mechanical works | ✓ | |
| Degree in Business Administration or relevant Degree | ✓ | |
| At least 3 years' experience in Logistics and transport administration in a busy environment | | ✓ |
| Good computer skills | ✓ | |
| Strong organization skills | | ✓ |
| Valid driving license | ✓ | |
| Ability to interpret reports | ✓ | |
| Flexible approach and the ability to make decisions quickly | | ✓ |
| Excellent communication and negotiating skills | | ✓ |
| Willingness to work long hours, holidays and weekends as required | | ✓ |

Mary's Meals International competencies

All Mary's Meals Liberia employees approach their role in line with the 7S competency model.

| | |
|-------------------|---|
| Self | <ul style="list-style-type: none"> • I build resilience • I lead by example • I'm authentic and true to my values • I develop myself and set stretching goals |
| Service | <ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be better than our past |
| Simplicity | <ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals |

| | |
|--------------------|---|
| | <ul style="list-style-type: none"> • I embrace inclusivity and diversity • I focus on delivering results |
| Stewardship | <ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account |
| Strategy | <ul style="list-style-type: none"> • I have a point of view about the future • I see our stakeholders and our priorities clearly • I help others to work in ways that have the greatest impact • I develop strategy and translate it into action |
| Strengthen | <ul style="list-style-type: none"> • I create a positive work environment • I increase the capabilities of my team • I help people manage their careers • I find and develop next-generation talent |
| Success | <ul style="list-style-type: none"> • I ensure my team is technically competent and always developing • I build high performing teams • I ensure accountability • I am a catalyst for change |

How to apply for this role

To apply for the role of **Human Resource Advisor (Operations)** at Mary's Meals International-Liberia, please send a tailored CV (maximum 3 pages) with details of three professional references (emails and cell numbers) and covering letter to: Jobs.Liberia@marysmeals.org

Your covering letter should make a compelling case for why you feel motivated to work for Mary's Meals Liberia in this role, as well as giving a concise overview of your most relevant skills and experience and should fill no more than two pages of A4.

As part of our commitment to safeguarding children you will be required to provide an up to date Police Clearance of good conduct (Liberian nationals)

Recruitment timescales

Closing date for applications: 24th July 2018 at 5:00pm

Role will be shortlisted and interviewed on receipt of application

Please note: A second interview stage may be required.

Mary's Meals is a child friendly organisation committed to the protection of children.

Mary's Meals is an equal opportunities employer, all who meet the criteria are encouraged to apply.