

Job Description**FLEET COORDINATOR****Medical Teams International Uganda**

Department	Logistics	
Reports to	Direct: Logistics Manager	Technical: N/A
Location	Kampala with frequent travel to field offices	
Work Days & Hours	Monday-Friday, 40-48 hours/week, occasional weekends and public holidays	
Supervises	Direct: Fleet Focal Point Kampala	Technical: Fleet Focal Points field

MTI Calling

Daring to love like Jesus, we boldly break barriers to health and restore wholeness in a hurting world.

JOB SUMMARY

For our growing fleet department, we are looking for someone to fill a newly created position, **Fleet Coordinator**. This Coordinator will oversee the Medical Teams Uganda (MTI-U) countrywide fleet of vehicles, motorbikes, generators, and other motorised equipment (over 200). The Uganda program is the largest program for MTI, and for that reason the Fleet Coordinator will work closely with our headquarters Fleet Specialist, to set policy, decide on trainings and to ensure efficient utilization of the fleet and timely maintenance and accountability in line with government and donor regulations.

The fleet is essential part of MTI's work, as the many ambulances carry out 24/7 trips in the different settlements, where MTI runs over 60 Health Facilities, as well as referral trips to regional or capital hospitals.

The main objective is to have a smoothly run fleet operations that follows all security requirements and best practice to protect people and property involved as well as the reputation of Medical Teams International.

JOB RESPONSIBILITIES

- Develop, establish, and implement, in close cooperation with the (Medical) Logistics Manager, long-term strategies and systems for professional and effective fleet management in the areas of planning, standardization, allocation, monitoring, cost control, maintenance, technical advisement, training, and fleet disposal.
- Support periodic review of fleet policy, procedures, guidelines, and forms
- Develop and maintain effective operating systems and databases to ensure consistent and uniform standards and monitoring of fleet functions.
- Develop and maintain effective systems and guidelines for professional repair and maintenance management.

- Collaborate with Procurement team and other stakeholders to maintain relationships and agreements with qualified workshops in all field locations to foster decentralization of technical management.
- Optimise fleet efficiency and cost effectiveness through planned resource allocation in annual planning, proposal development, and procurement planning.
- Manage, supervise, guide, and train the line managed fleet staff to ensure appropriate performance.
- In coordination with the Logistics and Safety & Security teams, plan and implement professional training programme for all fleet topics and ensure inductions and trainings occur when needed.
- Ensure that all MTI-U drivers operate in a professional manner and in accordance with policy, procedures, and traffic safety laws.
- Ensure driver and asset data files and paperwork are current and filed appropriately countrywide.
- In coordination with the Logistics Manager, prepare annual replacement plans in the second quarter of every year.
- Monitor and report on the use of all fleet assets whether owned, leased, donated, or loaned.
- Ensure control and accountability in management of all fleet fuel supplies, including contingency planning. Operate a fuel monitoring and reporting system to ensure maximised cost efficiency and appropriate and transparent usage of donor funds.
- Act as the technical advising lead for all decision-making around fleet and transportation planning, procurement, import, and management.
- Ensure the appropriate level of insurance for all fleet as required by law and agreed by senior management.
- Carry out regular visits and coordination calls with all field locations to coordinate fleet management aspects while ensuring strict adherence to fleet standards.
- Represent MTI-U in coordination and networking meetings.
- Up to 10%, and as coordinated with line management, support HQ Logistics team in the creation and update of global policy, manuals, tools, and systems as well as supporting with global training and capacity building activities.
- Ensure safeguarding of program participants and personnel through promoting an environment of awareness and upholding the code of conduct provisions of Medical Teams Protection from Sexual Exploitation & Abuse, and Child & Vulnerable Adult protection policies and sexual harassment policies

EDUCATION, LICENSES, & CERTIFICATIONS

QUALIFICATIONS

- Minimum of a Degree in Transport/Logistics Management or Mechanical Engineering from a recognised institution. Additional trainings in fleet management is desirable.
- Valid driving Licence for all relevant classes (Classes A, B, CM and DL is required). Possession of other classes are added advantage.
- Knowledge of automotive mechanics is an advantage.

EXPERIENCE

- Minimum of 3 years of proven supervisory experience in fleet department preferably in international humanitarian organisations.
- Minimum of 5 years of working experience at supervisory level in International Humanitarian Organisations with a minimum fleet portfolio of 20 Vehicles.
- Experience working in a consortium of humanitarian actors, including UN agencies, is desirable

KNOWLEDGE, SKILLS & ABILITIES

KNOWLEDGE

Fleet management systems, GPS tracking, fleet maintenance, and driver training.

- Budgeting, planning, and implementation management
- Full computer literacy on Windows and MS Office is mandatory. Knowledge of ERP and fleet management software is an added advantage
- Working knowledge of fleet and traffic laws of Uganda is an added advantage
- Knowledge in other logistics functional areas such as warehousing and procurement is desirable.

SKILLS

- Strategic and long-term planning skills required
- Mentoring, training, and capacity building
- Systems design and strengthening
- Fluent written and spoken English
- Analytical and detail-oriented
- Remote management
- Good networking skills with ability to negotiate
- Effective interpersonal skills, oral and written communication skills.

ABILITIES

- Highly organized with good quantitative and qualitative skills in decision making
- Maintain detailed and complete records with high accuracy
- Productively engage across departments in matters relating to fleet.
- Ability to support Medical Teams Calling and adhere to the Medical Teams Code of Conduct

PHYSICAL CONDITIONS

This position requires occasional travel to health facilities located in remote areas with very basic living conditions.

NOTE: *The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities and skills are also subject to change based on the changing needs of the job, department or organization. The job description does*

not constitute an employment agreement between the employer and employee and is subject to change by Medical Teams International as the requirements of the job change.

I have read and understand this explanation and job description.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____