

Fleet, Security and Administration Manager

Location: [Africa] [Burundi]

Town/City: Bujumbura

Category: Fleet

Job Type: Fixed term, Full-time

1. PURPOSE OF POSITION

To support the National Office Senior Leadership in ensuring that effective security measures and fleet management policies and procedures are followed to support ministry within the national context. Lead in the optimization of fleet and organizational security and the mitigation of operational risks for ministry effectiveness by establishing security systems and mechanisms for institutionalizing an organizational culture and practice of safety and security. Develop a fleet management strategy that will minimize costs and support high yield to community.

1. 2. MAJOR RESPONSIBILITIES

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1. CORE COMPETENCIES FOR LEADERS/MANAGERS

Model Self-Management

I pay attention to my own well-being and resilience. I remain focused and resourceful through complexity, ambiguity and disruption, and I lead the way for others to do the same. I create an environment where staff members are safe, resilient, and have trusting, authentic relationships.

Engage, Influence, Lead and Grow Others

I practice wise stewardship of those whom I influence and lead. I seek to grow and multiply the impact of individuals, groups and networks. Through timely truth telling with love, I nurture a supportive environment where we can meet challenges and be at our best

Run an Effective and Agile Organization

I lead by example in focusing on and achieving the things that matter most. I create unity and trust by doing my part and holding others accountable, so that we can be relied upon to deliver results in an agile and responsive way.

Develop the Organization for the Future

I consistently look outward, and I learn and respond with creativity and innovation to transform the organization for the future. I create an environment where others are empowered to discover new and better ways of doing things.

1. NOWLEDGE, SKILLS AND ABILITIES

- Relevant university diploma or bachelor degree in social sciences;
- At least 5 years' experience in a proven security or emergency service field (NGOs'

sectors or in military or law enforcement services) and officially separated

- Sound knowledge of humanitarian principles of impartiality and neutrality as outlined in the Humanitarian Charter and the International Red Cross Code of Conduct
- Radio and/or Satellite phone communications experience, operations and management
- *Experience in training and coaching in safety and security*
- Strategic / Managerial experience in supervisory position
- Minimum three (4) years' experience working with UN Agency / NGOs
- Relevant work experience in the professional security arena.
- High level computer literacy and knowledge of spreadsheet applications
- Solid knowledge of accounting principles, financial systems, budget/cash-flow monitoring and internal accounting controls
- Demonstrated experience in designing and delivering training
- Demonstrated project management skills and the ability to work effectively under pressure (particularly in a crisis situation)
- Ability to communicate well in English & French (verbal and written)
- First Aid qualified
- Excellent computer literate (Word, Excel, PowerPoint and mapping software)

- Professional - behave in professional manner at all times and demonstrate ability to represent the organization well at interagency meetings
- Demonstrated personal values, attitudes and behaviors that are consistent with World Vision Core Values

1. Work Environment:

Frequent travel to field/National office and sometimes outside

2. How to apply

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-burundi>. If this is your first time applying online via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process. All applicants must apply using our online application system, CVs received via email or standard post will NOT be considered.

In case you face challenges applying through the online system, please call HR department for support. The closing date for submission of applications (Updated and signed CV, motivation letter, certificates of service, and Certified Degrees) is **October 12, 2021**. No late applications will be accepted.

3. Important Note

- World Vision Burundi does neither use employment agencies nor does it charge

money for recruitment, interviews or medical checks.

- As a child focused organization, World Vision is committed to the protection of children and does not employ staff whose background is not suitable for working with children.
- Although all applications will be considered on their individual merit, suitably qualified women are especially encouraged to apply.