

Senior Transport Officer

Location: [Africa] [Uganda]

Town/City: Kampala

Category: Fleet

Job Type: Fixed term, Full-time

Back ground

World Vision Uganda (WVU) is a Christian relief, development and advocacy non-government organisation dedicated to working with children, families and communities to overcome poverty and injustice. We currently work in 43 districts and have 48 Area Programmes implementing projects in health & nutrition, water, sanitation & hygiene (WASH), livelihoods & resilience, education and child protection. World Vision (WV) is committed to the protection of children and adult beneficiaries from exploitation and abuse and will not employ people whose background is not suitable for working with these beneficiaries. All employment is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

Due to expansion in scope of our programmes, we are now seeking for a qualified and passionate individual willing to share in our vision and join the team in the following role.

Position: Senior Transport Officer

Report to: Supply Chain Management and Support Services Director

Location: Kampala National Office

Purpose of the position:

Lead the development and implementation of global fleet management strategies. The person takes the lead in the fleet planning as well as the fleet security, and compliance with safety and legal requirements to support the World Vision Uganda Operations. The person will collaborate with multiple stakeholders to ensure that the WV fleet strategy aligns with expected organizational outcomes and reflects World Vision values, vision, and mission.

Key Outputs/Responsibilities.

Strategy Managements and Business Requirements

- Develop Functional Strategy aligning to WV Global Fleet Strategy and NO priorities.
- Lead to ensure WVU manages a professional and cost effective fleet management in the areas of planning, vehicle allocation, cost control and fleet standardization.
- Develop Annual Business Plans
- Proactively engage with suppliers, partners, local authorities, NGO partners, and other stakeholders to ensure good coordination and adequate information sharing.

Fleet Planning and Policy

- Represent the fleet function on NO Strategic Planning & Annual Business Planning process
- Represent the Fleet Function in project designs and engage in Grants proposal process to provide professional input on fleet including costing.
- Ensure the transport policy is aligned with GC Fleet, updated and implementation across the country.

- Develop the vehicle modernization and vehicle repair and maintenance planning.

Fleet Operational Management

- Oversee the implementation and monitoring of fleet management process and ensure standardized system for the whole operations across the country
- Liaise and perform the regular review of the service provider's contract and performance.
- Liaise with the insurance company for insurance purchase, claims, etc.
- Coordinate and advice managers/users on the status of vehicles, time of disposal and project future implication.
- Coordinate with Program/project manager for the project fleet and driver arrangement.
- Planning and scheduling for the staff and visitors. To provide and coordinate transportation for WV Uganda staff and visitors.
- Ensure that all WVU vehicles and driver administration is executed in a professional manner and in accordance with WVU standard procedures.

Data Management, Analysis and Reporting

- Develop, track, and evaluate fleet performance metrics.
- Ensure master data management of vehicles and driver data, registration, and documentation for import/export/transfer of fleet assets, and insurance is updated and documented.

- Conduct regular meeting with the drivers on KPIs to identify areas for improvement.
- Prepare monthly management report to the SCM and Support Services Director.

Control and Compliance

- Monitor adherence to control measures and compliance with WV Fleet policies and guidelines, government and legal requirements.
- Develop the risk mitigation plans and embed to the processes, SoPs and guidelines for fleet operations.
- Ensure WV Uganda Fleet Policies, procedures and internal control system is strong enough to safeguard WV Vehicles from the misused.

Leadership and Coaching

- Provide leadership to Fleet Management team to ensure Our Promise strategy is embedded in the Department's annual objectives and day to day work.
- Manage the performance of direct reports through performance reviews, frequent conversations, and other methods as appropriate. Be courageous and assertive in providing coaching or feedback for continuous performance improvement.
- Ensure that all the direct reports staff members understand the WV fleet Policies, Processes, and Systems.
- Plan and coordinate departmental meetings to review the status of tasks and update the SCM and Support Services Director on the progress of the departments' functions.
- Provide and ensure professional training for all WVU drivers in Uganda by security

regulations and technical requirements.

Qualifications: Education/Knowledge/Technical Skills and Experience.

- University Degree in Transport, Logistic, or Business Administration. A master degree is preferable.
- A minimum of five (5) years of progressively responsible experience in managing fleet and logistics in a large organization.
- Substantive experience working in the INGO sector dealing with multiple donor funds and meeting different donor requirements.
- Knowing legal and local law of Uganda
- Capacity building/Facilitation skills
- Leadership skills
- Customer care skills
- Analytical skills
- The position requires ability and willingness to travel domestically and internationally up to 20% of the time.