



## Rapid Response Role Profile

Job Title	Fleet Officer
Classification Level	
Immediate Supervisor's Title	Logistics ERU Team Leader/ Supply Chain Coordinator
Number of Direct Reports (if applicable)	
Number of Indirect Reports (if applicable)	

### Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to Fleet Officer, deployed in a Federation co-ordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

### Job purpose

The Logs ERU/Surge Fleet Officer will manage all IFRC fleet, all assets deployed in an emergency operation including IFRC and integrated PNS resources at a country level in-line with LPSCM strategies/ procedures and Fleet Manual as well as other guidance, standards and processes. The officer will ensure a high-quality service provision that meets the needs of the Federation and service users with objectives of safety, environment and fleet management.

## Role (Job Requirements)

### Job duties and responsibilities

1. To implement and maintain Federation standard practices in fleet management
2. To implement and maintain vehicle and passenger security and safety procedures and systems.
3. To be responsible that vehicle fleet is optimised in its size, vehicle models, utilisation, running operational costs and is used as per set rules and regulations described in Fleet Manual.
4. To ensure correct vehicle usage procedures by delegation drivers as per the drivers rules and regulations.
5. To ensure timely, accurate and correct data entry into the fleet management system and to maintain vehicle fleet files with containing documentation with records of mileage, fuel, maintenance and repairs, accidents, and financial information as per Fleet Manual and set procedures.
6. To plan, allocate and co-ordinate local driver resources to ensure the most effective use of their time and the efficient delivery of transport services using available resourcing and route planning tools as appropriate to minimize the costs of such resources.
7. To ensure that vehicle service intervals are closely monitored and that service is carried out in a satisfactory manner. Organize local drivers to affect the timely and efficient reception to and dispatch of personnel from the office and operational areas. Report on driver movements and activities
8. To review the vehicle situation to ensure that a cost-effective appropriately-sized fleet is maintained, and that the vehicle fleet is making optimum use of a pool or allocation system.
9. To provide support in testing, training of national fleet management staff, volunteers and National Societies (NS) to improve the management of quality and cost effectiveness of fleet management operations. Promote adherence to best practice principles and compliance with all relevant regulation, legislation and IFRC Fleet Manual.
10. To provide advice on applicable fleet issues that affect the overall logistics operation.

11. To liaise and maintain timely communications with other relevant services within the delegation to ensure, in support of their activities, the timely and efficient receipt and dispatch of personnel and goods to destinations within the operational zone.
12. Liaise and collaborate with where appropriate with international, government and non-government organizations on relevant vehicle and transport issues.
13. Liaise with all relevant local contractors, service providers and commercial enterprises.
14. To Support, train and develop, as applicable, national staff and volunteers with the aim to transfer skills and knowledge.
15. To produce regular, timely and accurate narrative and financial reports for the International Federation and donors.
16. To advise on access to the VRP and purchasing services, Fleet Wave, end-of-life disposal, management, etc.
17. To ensure the necessary information related to transport/fleet management is effectively shared and communicated to the Logistics Manager and all other relevant IFRC functions e.g. on driver/vehicle movements/fleet performance/driving safety and accidents.
18. To support the Country Logistics Manager in managing, evaluating and reporting upon fleet management activity/performance to verify the meeting of delivery and quality targets, in-line with GLS and country strategies, and accurate and timely cost information to enable the full recovery of all relevant cost from internal/external service users.

#### Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

### Profile (Position Requirements)

Education	Required	Preferred
Professional qualification in logistics or equivalent experience	⊙	
Basic Delegates Training Course, IMPACT or equivalent knowledge		⊙
Logistics ERU training		⊙
Introduction to Cash Transfer Programming		⊙
Experience	Required	Preferred
Minimum 3 years professional experience in fleet management	⊙	
Experience managing budgets	⊙	
Experience with narrative & financial reporting	⊙	
Experience in managing and training staff/volunteers		⊙
Experience of working for a humanitarian aid organisation		⊙
Red Cross/Red Crescent knowledge and experience	⊙	
Knowledge & Skills	Required	Preferred
Valid international driving license for light vehicles (manual gears)	⊙	
Valid heavy vehicle driving license	⊙	
Good understanding of financial process and budgeting	⊙	

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values	⊙		
National Society Capacity Strengthening	⊙		
Coordination	⊙		
Assessment	⊙		
Direction Setting and Quality Programme Management	⊙		
Information Management	⊙		
Resource Management	⊙		
Safety and Security	⊙		
Transition and Recovery	⊙		
Community engagement and accountability	⊙		
Protection, Gender and Inclusion	⊙		
Environmental Sustainability	⊙		
Collaboration and teamwork	⊙		
Conflict Management	⊙		
Interpersonal Communication	⊙		
Cultural awareness	⊙		
Judgement and decision making	⊙		
Motivating Others	⊙		
Personal resilience	⊙		
Integrity	⊙		

Technical Competencies	Tier 1	Tier 2	Tier 3
Supply Chain	⊙		
Warehousing	⊙		
Procurement	⊙		
Transport and Fleet Management		⊙	
Airport/Port operations	⊙		
Cash Based Intervention	⊙		
Market Assessment		⊙	
Market Based Intervention	⊙		
National Society Logistics Development	⊙		
Medical Logistics	⊙		

Languages	Required	Preferred
Fluently spoken and written English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙
Other languages:		