



Fleet and Stock Officer

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** May 24, 2016, midnight

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : mid
Job Location : Nuwakot
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Team management and planning of activities;
 - Good organizational capacity
 - Report writing skills
 - Have good knowledge of the intervention area
 - Knowledge of excel
 - Good verbal and written language skill
-

Job Description

TASKS AND RESPONSIBILITIES:

1 : Ensure good working conditions of the fleet (vehicles, generators and motor-pumps) :

- Coordinate the assessment of the needs with the responsible of the fleet in capital.
- Supervise the maintenance of the fleet;
- Check that the vehicles are adequately equipped for their use;
- Write reports on the fuel consumption and cost for each vehicle, generators and motor pumps;
- Manage the stock of spare parts and their consumption.

2 : Keep the vehicles available for instant use:

- Plan the movements of vehicles;
- Attribute the appropriate vehicles according to the planning established by each department;
- If necessary find external transport solutions.
- Ensure proper tracking of movement is done

3: Manage the stock and follow up report:

- Guarantee that the procedures and instructions of stock management are followed;
- Ensure follow-up of stocks and pay particular attention to use-by dates of food and medicine;
- Draw up a monthly inventory and write an inventory report;
- Keep all documents related to stock management up to date.
- Complete the various dispatch documents;
- Supervise preparation and charging of products and equipment.
- Examine the deliveries : quantity, quality, documentation;
- Check the sanitary conditions of the products entering;
- Report any problem with the quality

4 : Supervise the team:

- Establish the work plan for the team;
- Delegate the activities and check that they are properly executed;
- Organize training sessions;
- Carry out appraisal interviews
- Provide technical support to the team if necessary.

Contract Type : Fixed Term Contract

Contract End Date : 31st December 2016

Basic Salary per month : NPR 52636 plus (accommodation allowance which depends on localized/delocalized staff, transportation allowance, provident fund benefit and festival bonus)

Duty Station : Nuwakot

VACANCY REF: ACFFSONULOG

TO APPLY:

Interested Nepali applicants with suitable skills are requested to submit an application letter, updated CV with two referees through email: recruitment@np.missions-acf.org by 24th May 2016. The **Vacancy Reference** must be mentioned in the subject otherwise the application will be disqualified. Only shortlisted candidates will be contacted for further process. Applications will proceed as soon as we receive. ACF Nepal reserves the right to reject any or all applicants and ACF provides equal opportunities for all candidates.

Telephone enquiries will not be entertained.

Applying Procedure

Generated By

