



Fleet Intern

- **Vacancy for:** 1
- **Posted on:** July 13, 2018
- **Deadline:** July 23, 2018, 5 p.m.

GRADE: N/A

TEAM/PROGRAMME: Supply Chain Department

LOCATION: Kathmandu

Type of Contract: Fixed-term

CHILD SAFEGUARDING: Level 1: the post holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore a police check will not be mandatory for this post unless the content of the post changes, in which case the Child Safeguarding level should be reviewed.

ROLE PURPOSE:

The purpose of this position is to provide support day to day clerical and administrative support on fleet operation for country program.

KEY AREAS OF ACCOUNTABILITY:

- Receive vehicle request through ELTMIS from staffs and assign driver and vehicle in consultation with Fleet Management Officer
- Prepare daily and weekly fleet movement plan and submit to Fleet Officer
- Check vehicle log sheet on daily basis and keep record
- Recording and monthly reporting on the cost of fuel consumptions, repair/maintenance costs of each vehicle, support Fleet Officer on preparation of monthly fleet analysis report
- Develop drivers duty rooster, monitor their work, prepare travel plan, prepare overtime report and claim settlement of drivers whenever required
- Provide support to Fleet Officer as and when required
- Work in emergency as part of SCI dual mandate

SKILLS AND BEHAVIOURS (SCI Values in Practice)

Accountability:

- Be accountable toward the program and other stakeholder for timely support on the vehicle request
- Maintaining various record and data of vehicles

Ambition:

- Sets ambitious and challenging goals for him/herself and her team, takes responsibility for his/her own personal development and encourages their team to do the same
- Widely shares her/his personal vision for improvement of fleet management and motivates the team on same direction
- Future orientated, thinks strategically for better result

Collaboration:

- Builds and maintains effective relationships, with team, colleagues, and other stakeholder
- Approachable, good listener, easy to talk

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- At least 10+2 (Bachelor preferred)

EXPERIENCE AND SKILLS

- 0-1 year of relevant experience; Fresher may apply
- Good verbal and written communication skills in both English and Nepali
- Good proficiency level in MS-Office and general computer applications

ATTRIBUTES

- Reliable, trust worthy and committed
- Proactive and assertive
- Analytical and cost conscious
- Good public relation and approachable
- High personal integrity – open and transparent in dealing with program people, vendors and other stakeholder
- Able to work in pressure and take criticism positively

ESSENTIAL

- Knowledge on transport and fleet management
- Computer knowledge
- English language

DESIRABLE

- Analytical skill
- Technical knowhow on vehicle repair & maintenance and spare parts
- Adequate market information such as potential supplier, market price etc.

**GSI group includes Female, Dalit, Madhesi, People with Disabilities and other indigenous/minorities.*

Applying Procedure

Apply Link : <https://merojob.com/fleet-intern/>

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