**Job Description**

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| **Job Title:** | **Transportation Officer** |
| **Department/Location:** | Insert department or location |
| **Band:** | Insert job Band or Grade from Salary Scale |
| **Reports To:** | Insert **position title** of supervisor |
|  | |
| **Background:** | |
| Insert two to three sentences about what we are doing in the emergency. | |
| **Primary Function:** | |
| Assure the smooth running of the transport department. Supervise Drivers and Driver Mechanics. | |
| **Job Responsibilities:** | |
| 1. Coordinate with all CRS department managers to determine transport requirements and schedule transport to meet them. 2. Assist with assessments of local transportation resources and infrastructure, and the contracting of transportation assets; 3. Coordinate the movement of vehicles and other transportation assets; 4. Ensure the appropriate use, maintenance and repair of all light vehicles and trucks (private or leased), motorcycles and generators; 5. Create and/or modify various systems to manage the movement of vehicles and personnel; 6. Keep documents current such as registration, insurance, vehicle logs, daily inspection reports, etc. 7. Ensure sufficient supply of fuel and oil. 8. Manage fuel requests, fuel stocks (fuel farm or supplier agreements) and spare parts inventories; 9. Produce monthly fuel and vehicle use reports, “work orders,” etc. 10. Install and maintain the Vehicle Management System (VMS); ensure that data is input regularly and that required reports are produced. 11. Hire, train and supervise drivers. 12. Act as liaison between CRS and local government agencies and personnel necessary to keep the CRS vehicle fleet legal and roadworthy. | |
| **Supervisory Responsibilities:** | |
| Drivers, Driver Mechanics | |
| **Key Working Relationships:** | |
| **Internal:** | |
| All staff using CRS vehicles. | |
| **External:** | |
| Transportation Office and Programming Staff; UN Agencies, WFP, Logistics Cluster, sister NGOs, local partners and other entities involved in the transportation of relief goods and personnel; contracted transportation service providers; local government customs and vehicle licensing authorities | |
| **Competencies:** | |
| 1. Manifests CRS mission, values, and guiding principles to help improve the lives of the poor, vulnerable, and voiceless. 2. Makes responsible and efficient use of time, talent, money, assets, and natural resources to achieve plans and goals. 3. Builds and maintains mutually beneficial relationships through solidarity. 4. Builds the capacity of self, staff and partners to continue learning and innovating to better fulfill our mission. | |
| **Qualifications:** | |
| **Required:** | |
| 1. Minimum 2 years experience managing a transport department 2. University degree 3. Recognized ability to work as part of a team 4. Significant experience in fleet management and / or logistics 5. Understanding of policies and procedures governing the management of motorized assets and the contracting of transportation services 6. Valid driver’s license and clean driving record 7. Strong negotiating skills 8. Demonstrated rational and logical thinking; ability to creatively and quickly find solutions to problems 9. Proven ability to manage personnel, delegate and follow-up; must be able to “multi-task” 10. Experience managing inventories (e.g., asset and spare part stock management) 11. Fluency (writing, reading, speaking) in English 12. Computer experience: Windows systems, MS Word and MS Excel; 13. Conscientious with excellent sense of judgment | |
| **Preferred:** | |
| 1. Graduate degree 2. Extensive driving experience 3. Mechanical experience 4. Training experience 5. MS Access experience | |
| **This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.** | |