

THE COMPANY

Our client provides technical assistance to the Ministry of Health and Social Services (MOHSS) and its partners in the areas of public health surveillance, research, health management information systems and programme monitoring and evaluation. In order to define the status of the national HIV epidemic and estimate the population-level impact of the national HIV prevention, MOHSS is currently undertaking a Population-based HIV Impact Assessment (PHIA) across the country. The survey examines the spread of HIV in Namibia, aims to assess the coverage and impact of HIV services on the population, and measures HIV-related risk behaviours using a nationally representative sample of adults and children. An opportunity has arisen for an experienced professional to serve in the position of:

FLEET CONTROLLER (10 MONTHS)

THE POSITION

If you are meticulous about scheduling, proficient at resource management, and take pride in a vehicle fleet that is fit for the road in all aspects, then the above position is for you. Reporting to the Director of Finance & Operations and the Project Coordinator, you will be required to manage a transportation fleet of approximately 100 vehicles, which will be deployed to all 14 regions of Namibia. Part of your role includes overseeing the assigned fleet's operations, managing multiple driver schedules, and reporting on fleet performance. You will be responsible for selecting and maintaining the appropriate vehicles to ensure that the project operational objectives are met efficiently and cost-effectively.

KEY AREAS OF FOCUS: YOU WILL

- Deploy vehicles to different locations and maintain an asset register of the vehicles
- Direct activities related to dispatching, routing and tracking of the vehicles
- Ensure timeous vehicle licensing, registration and permits
- Monitor and evaluate the fleet management systems to ensure efficient utilisation of the fleet and related resources
- In collaboration with the drivers, oversee and schedule fleet maintenance and repairs
- Develop and plan for long and short term fleet management goals to facilitate a clear approach to overcoming obstacles and providing solutions
- Review policies and procedures on fleet management to ensure effectiveness and efficiency in support of the programme
- Supervise a team of drivers, assess their skill levels and offer training to foster accountability in their operations
- Monitor, review and report on accidents, fuel consumption, repairs and recovery processes

THE PERSON

Minimum requirements: You:

- Have at least a tertiary qualification from a recognised tertiary institution, which can be substituted with 8 to 10 years of experience as a driver, with gradual progression into fleet management
- Are in possession of a valid driver's license with a Public Drivers Permit (GP)
- Have knowledge of vehicle tracking systems
- Have knowledge of Namibian transportation and road safety rules and regulations
- Have sound knowledge of Microsoft Office, with intermediate to advanced level experience in Excel
- Have a strong mechanical background
- Have a good understanding of the labour act
- Are flexible and able to work overtime, as and when required

Competency requirements: You can

- Solve the day-to-day work related problems
- Prioritise team goals and have an awareness of the needs of others and respond flexibly
- Lead a team, make decisions, delegate and motivate effectively
- Identify customer needs and seek to continuously provide better service
- Prioritise and plan the efficient use of resources
- Stay up to date with information and its quality in order to make sound judgements
- Gain the trust of others by taking responsibility for own actions and telling the truth
- Organise data into informational summaries in order to monitor how different areas of the business are performing and/or impacted
- Create and identify novel approaches to address challenging situations and problems

INTERESTED?

Our client offers an attractive package commensurate with qualifications and experience.

The closing date is **23 December 2016** and suitably qualified Namibians are encouraged to apply. We request that you e-mail your CV to admin6@potentia.com.na for the attention of the HR Officer. In the event that you do not receive an acknowledgement of your application within 5 working days, please contact us on 061 381 000. Kindly be advised that only Namibian candidates will be considered for this position and that all applications will be handled exclusively by Potentia. **Selected candidates will be required to undertake an assessment test. Only electronic CV's will be accepted.**



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