



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Vacancy Advert

Fleet Management Officer (Rental to external clients) GFM Rental Unit, Assets and Fleet Management Section, Supply Management Service, Division of Emergency Security and Supply

Title: Fleet Management Officer (Rental to external clients)

Project: Global Fleet Management

Duty station: Budapest, Hungary

Section/Unit: GFM Rental Unit, Assets and Fleet Management Section,
Supply Management Service, Division of Emergency Security and Supply

Contract Level: International – ICA, Level 2

Duration: 01/02/2020 - 31/07/2020, with the possibility to extend for another 6 months

Supervisor: Fleet Management Coordinator (Global Fleet Management- GFM)

Organizational context

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. It is constantly seeking talented, compassionate and professional candidates with high-integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of UNHCR's work, it is essential that its workforce has the right mix of skills and qualities to fulfill its mandate.

The Fleet and Asset Management Function takes on the role of leading, coordinating and supervising activities related to fleet and assets management. With the potential expansion of UNHCR's fleet-related services to external clients, an additional position is required to manage one or more pilot projects with one or more external clients in various countries in

order to implement the terms of the Service Level Agreement and to ensure compliance with UNHCR rules procedures. The initial pilot project, with UNFPA will cover 3 countries, namely Ethiopia, South Sudan and Malawi and will focus on light vehicles only, however, the scope might increase in the coming months, based on the outcome of discussions with other interested UN agencies.

Purpose and scope of assignment

Under the direct supervision of the Fleet Management Coordinator (GFM Rental), the selected candidate will implement the following activities, related to the pilot project/s:

- Familiarization of the external client/s with UNHCR rules and procedures related to Fleet Management and the UNHCR GFM Rental Program.
- Liaise with the UNHCR country office to inform about the up-coming pilot/s in their country/ies, which however will be managed directly by GFM and the client.
- Assess the current client fleet/s with focus on standardization, composition, right-sizing of the fleet (utilization) and possible disposal of identified obsolete/surplus vehicles through the AFMS disposal channels.
- Develop local fleet management replacement strategy taking into account the client's short and long term requirements.
- In collaboration with the respective AFMS units, assist with the provision of training (various types including on physical verification) to the client staff, identified for the implementation of the pilot project/s.
- Support initial implementation of and compliance with UNHCR's rules and procedures for Fleet Management and in line with the signed Service Level Agreement between GFM and the client.
- Ensure the comprehensive and regular usage of the actual Fleet Management software (i.e. Fleet Wave) for data capturing.
- Collaborate with GFM Insurance/Finance and Vehicle Tracking Unit in relation to the clients' SLA.
- Initiate trainings on all aspects of GFM related processes in relation to systems/electronic tools.
- Monitor quality and accuracy of the fleet data and inform GFM immediately, if there are inconsistencies, inaccuracies or lack of data.

- Compile and analyze statistical data and periodically prepare customized reports for UNHCR as well as for the client on challenges, milestones achieved and lessons learnt.
- Provide advice on applicable fleet issues that affect the overall logistics operation
- Any other related duties as required.

As the pilot project will be implemented over a period of 9 months from the signing date of the Service Level Agreement (SLA) and in 3 operations, it is expected that the selected candidate will either be based in one of the pilot countries or regularly travel on mission, in order to obtain information first hand and to support the client in the implementation of the pilot, in line with the SLA.

Monitoring and progress controls

The regular presence of a Fleet Management Officer will ensure that the pilot project is timely implemented and in compliance with Fleet management rules and procedures. It will further enhance, the regular and timely follow up on all aspects in relation to the rental agreement (SLA) as well as the timely implementation of disposal action.

Essential minimum qualifications and professional experience required

The ideal candidate will possess the qualification and experiences listed below:

- Education: University degree in Degree in Mechanical Engineering, Logistics/ Supply chain or related field
- Work Experience: Minimum 5 years of relevant (international job experience with graduate degree (equivalent to Masters), or 6 years' experience with undergraduate degree (equivalent to BA/BS) in the field of humanitarian or commercial fleet management, ideally the candidate shows experience in large scale (regional/global) vehicle rental/leasing in emerging markets
- Excellent command of French and English Language.

Key Competencies

- Knowledge of other UN languages will be considered an asset.
- Knowledge of ERP systems.
- Strategic Planning and Vision
- Technological awareness
- Analytical thinking
- Innovation and Creativity
- Stakeholder Management

To apply

Interested applicants should submit their letter of motivation, Personal History Form (PHF) and CV to hqfleet@unhcr.org indicating **Fleet Management Officer** in the subject of the email.

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

Closing date: 27 January 2020

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.