Fleet and Asset Manager Profile

Various Locations

Grade: Junior (P2), Mid (P3) and Senior (P4) Level Positions

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 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 fulfil its mandate.

The Fleet and Asset Management Function takes on the role of leading, coordinating and supervising activities related to fleet and assets management including STIs (Serially Tracked Items) within an office and in order to ensure that compliance with UNHCR rules and procedures, cost-effectiveness and efficiency and professionalism in the management of assets and fleet. Based on the number of vehicles managed by an operation, the following standards should be applied:

- P2 Level - Up to 100 UNHCR vehicles to manage in an operation
- P3 Level - 101- 300 UNHCR vehicles to manage in an operation
- P4 Level - 301 or more UNHCR vehicles to manage in an operation
- Vehicles include light vehicles as well as heavy duty vehicles
- Assets include all Property, Plant and Equipment as defined by IPSAS

Responsibilities include:

- The staff will closely collaborate with the Senior Supply Staff in the respective duty station and report technically to the Chief of the Asset and Fleet Management unit at HQ.
- Implement and maintain UNHCR's rules and procedures for Fleet and Asset Management.
- Collaborate closely with programme, administration and supply, provide inputs to planning exercises, reviews, evaluations and audits on Fleet and Asset Management.
- Regularly analyse Fleet and Asset data in MSRP, VTS and FleetWave and ensure that data is up-dated at all times.
- Provide fleet and asset management reports, customised reports, gather information on all fleet assets and provide in-depth reports periodically and when requested.
- Implement and maintain vehicle and passenger security and safety procedures and systems.
- Organize local drivers to effect the timely and efficient reception to and dispatch of personnel from the office and operational areas. Report on driver movements and activities (Journey/Mission schedule).
- Ensure that UNHCR vehicles are regularly serviced and repaired in line with existing rules.

- Maintain, at all times, accurate control, recording and monitoring of drivers and vehicle logbooks, and provide monthly fuel usage reports to Senior Management.
- Review the vehicle situation to advise the office(s) on maintaining an appropriately-sized fleet and that the vehicle fleet is making optimum use of a pool or allocation system.
- Train and develop driver skills and standards to the highest international safety standard.
- Provide advice on applicable fleet issues that affect the overall logistics operation
- Work in close cooperation with Admin & Program, plan for acquisition, maintenance and replacement of fleet assets. Develop local fleet management replacement strategies taking into account UNHCR short and medium term requirements.
- Ensure that vehicles are regularly disposed and arrange those disposals with the support and guidance from the Asset Management Unit in HQ.
- Monitor the quality and accuracy of fleet and other asset- related data in relevant business systems. Compile and analyse statistical information, identify trends and developments in fleet related matters that will assist in decision making.
- Arrange for the annual physical verification exercise of all UNHCR assets, ensure that follow up actions are implemented and timely report on the results as per the year-end instructions from HQ.
- Support the implementation of policies and processes for the management and safeguarding of the vehicle fleet and asset management.
- Monitor and enforce compliance with relevant UNHCR regulations, rules and procedures related to fleet management for the country of responsibility.
- Analyse and measure fleet management performance of offices and take action to prevent fraud and improve fleet management efficiency and effectiveness for the country of responsibility.
- Any other related duties as and when required.

Minimum Qualifications and Professional Experience Required:
For positions at the P2 level
- Education: Degree in Mechanical Engineering, Logistics/Supply chain or related field
- Job Experience: Minimum 2 years of relevant (international job experience with graduate degree (equivalent to Masters), or 3 years of experience with undergraduate degree (equivalent to BA/BS)
- Languages: Proficiency in English required, French, Spanish or Arabic desirable

For positions at the P3 level
- Education: Degree in Mechanical Engineering, Logistics/ Supply chain or related field
- Job Experience: Minimum 5 years of relevant (international job experience with graduate degree (equivalent to Masters), or 6 years of experience with undergraduate degree (equivalent to BA/BS)
- Languages: Proficiency in English required, French, Spanish or Arabic desirable

For positions at the P4 level

- Education: Degree in Mechanical Engineering, Logistics/ Supply chain or related field
- Job Experience: Minimum 8 years of relevant (international job experience with graduate degree (equivalent to Masters), or 9 years of experience with undergraduate degree (equivalent to BA/BS)
- Languages: Proficiency in English and knowledge of a second UN language (Arabic/ Chinese/French/Russian/Spanish) at B2[1] is required.

To apply, please visit: [International vacancies](#).

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.

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[1] See http://europass.cedefop.europa.eu/resources/european-language-levels-cefr, the Common European Framework of Reference for Languages (CEFR).