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**Vacancy:** Fleet Officer – Damascus

**NRC in Syria**

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance more than 360,000 people, out of which more than 150,000 reached in 2018 alone in the Governorates of Damascus, Aleppo and Rif Damascus.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

**Background**

The purpose of a Fleet officer is to provide the day-to-day implementation of the fleet function responsibility.

**Role Specific Information**

1. Ensure the fleet is utilized and optimized accordingly in terms of safety and cost effectiveness.
2. Monitor and make sure the fleet condition at all levels is up to NRC standards.
3. Generate monthly reports to enclose all the required aspects given from his line manager.
4. Manage Fleet Assistant and Drivers as per HR procedures and ensure balanced workload and clear responsibilities. Monitor their performance; follow up on their leave balance, overtime along with all administrative issues.
5. Handle the supporting documents for payments of car and taxis rentals, fuel, per diem, travel allowances.
6. Update and maintain effective movement plans.
7. Act as focal point for movement requests related to Syria Country Office. Confirm Travel Authorization Requests information with travelers.
8. Ensure proper filing of fleet documents like vehicle rental contracts, driving license copies, vehicle registration copies, logbooks, and facilitation letters.
9. Compile and submits monthly carpool reports and vehicle maintenance reports

**Our Ideal Candidate**

- Degree in related field (Mechanical Engineering, Industrial Institute, etc...) is a plus.
- Minimum 3 years of experience in relevant field of work in private / humanitarian sector.
- 1 year of experience in humanitarian context in a relevant field.
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Good knowledge in English and Arabic, both written and verbal
- Good skills in MS Office
- Some knowledge of car mechanics.
- Soft skills for smooth management of drivers
- Able to work under pressure

**Additional Information**

Contract period: Up to one year, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale and terms and conditions

Duty station: Damascus

**To apply for this Vacancy, please copy below link:**

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