

Job Description

Job Title	Fleet Officer (Morocco EQ Response)
Classification Level	G12
Organizational Unit / Duty Station (Department / Regional Office / Delegation... etc.)	IFRC Country Cluster (Tunisia & Morocco) - Marrakech
Immediate Supervisor's Title	Logistics Delegate (Morocco EQ Response)
Technical Manager's Title (if applicable)	Supply Chain Coordinator (Morocco EQ Response)
Number of Technical Reports (if applicable)	0
Number of Direct Reports (if applicable)	0
Number of Indirect Reports (if applicable)	0

Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with a network of 191-member National Societies (NSs). The overall aim of IFRC is "to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by NSs with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world." IFRC works to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises.

IFRC is part of the International Red Cross and Red Crescent Movement (Movement), together with its member National Societies and the International Committee of the Red Cross (ICRC). The work of IFRC is guided by the following fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

IFRC is led by its Secretary General, and has its Headquarters in Geneva, Switzerland. The Headquarters are organized into three main Divisions: (i) National Society Development and Operations Coordination; (ii) Global Relations, Humanitarian Diplomacy and Digitalization; and Management Policy, Strategy and Corporate Services.

IFRC has five regional offices in Africa, Asia Pacific, Middle East and North Africa, Europe, and the Americas. IFRC also has country cluster delegations and country delegations throughout the world. Together, the Geneva Headquarters and the field structure (regional, cluster and country) comprise the IFRC Secretariat.

IFRC has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the Red Cross and Red Crescent Movement, including sexual exploitation and abuse, sexual harassment and other forms of harassment, abuse of authority, discrimination, and lack of integrity (including but not limited to financial misconduct). IFRC also adheres to strict child safeguarding principles.

The IFRC's Global Humanitarian Services and Supply Chain Management (GHS&SCM) is a core function supporting the IFRC humanitarian action. The GHS&SCM operates on a cost-recovery basis and has a global network including:

- A Global GHS&SCM department – HQ - Geneva
- A Global Operational Procurement team in Budapest – Global Service Center
- A Global Fleet and Logistic Hub in Dubai
- Five regional operational GHS&SCM units located in Budapest, Panama, Kuala Lumpur, Nairobi and Beirut
- Country-based logistics set-up

This position is based in Marrakech, Morocco and requires in-country travel (when deemed necessary, to places where the safety situation permits). IFRC works in an integrated manner with the Moroccan Red Crescent (MRC) and its partners. MRC has the role as the Movement convener for operational field response and coordination among Movement partners.

Job purpose

To manage IFRC Office in Marrakech fleet in line with GLS strategies/ procedures and Fleet Manual as well as other guidance, standards, and processes to ensure a high-quality service provision that meets the needs of the Federation and service users with objectives of safety, environment, and fleet management.

Job duties and responsibilities

Main responsibilities:

- To be responsible that the vehicle fleet is optimized in its size, vehicle models, utilization, and running operational costs and is used as per set rules and regulations described in Fleet Manual
- To plan, allocate and co-ordinate local driver resources to ensure the most effective use of their time and the efficient delivery of transport services using available resourcing and route planning tools as appropriate to minimize the costs of such resources.
- Coordinate with Finance all needs reference Fleet and driver (Fuel, carwash, hotel expenses, other expenses)
- To provide support in testing and training of delegation drivers to improve the management of quality and cost-effectiveness of fleet management operations, promote adherence to best practice principles, and compliance with all relevant regulations, legislation, and IFRC Fleet Manual
- To ensure that the necessary information related to transport/fleet management is effectively shared and communicated to the Country Logistics Manager and all other relevant IFRC functions e.g., on driver/vehicle movements/fleet performance/driving safety and accidents.
- Keep updating all information according to the internal movements and crossing the border.
- Ensure that all vehicles in the Country are registered, insured, and have valid documentation that allows them to operate in accordance with the rules of the land.
- Ensure that vehicles are well maintained and serviced timeously in line with IFRC regulations.
- Ensure that vehicle files are readily available, and all information therein is up to date.
- Ensure that all logbooks are adequately filled and submit logbook information to the Regional Fleet Officer monthly.
- Advising on preventative and repairs of vehicles to ensure maximum life span on vehicles.
- Assist in driver recruitment and training.
- Advise Logistics Delegate of all legislation changes and ensure compliance therewith.
- Update all the information to Fleetwave adequately.

Duties applicable to all staff

1.	Work actively towards the achievement of the Federation Secretariat's goals.
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles.
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager.

Position Requirements

Education	Required	Preferred
University degree in logistics, transport, or others or a technical/professional diploma in mechanics	X	
Experience	Required	Preferred
3 to 5 years of experience in a wide variety of logistics roles and activities, including, fleet management, distribution and convoying, workshop management, and customs clearance.	X	
2 to 3 years of experience in field coordination and liaison with INGO, humanitarian aid organization in a developing country, government, and other agencies	X	
Experience in interacting within a multinational team (including ex-pats and local staff)	X	
Experience in writing narrative reports	X	
Red Cross/Red Crescent knowledge and experience		X
Knowledge and Skills	Required	Preferred
Valid international driving license for light vehicles (manual gears)	X	
Valid heavy vehicle driving license		X

Proven experience to carry out logistics assessments and set up large operations	X	
Languages	Required	Preferred
Fluent spoken and written French and Arabic	X	
Good command of spoken and written English	X	
Competencies and Values (to be filled in by HR)		
Values: Respect for diversity; Integrity; Professionalism; Accountability		
Core competencies: Communication; Collaboration and teamwork; Judgement and decision making; National society and customer relations; Creativity and innovation; Building trust		

Sign off by Line Manager

Name:		Signature:		Date:	
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Classified by:	Date:
Approved by the Job Classification Committee:	Date:
Approved salary scale:	Salary Scale 1/2