Join CIMMYT and make a difference!
Fleet Assistant (Ref. No. 2024001)

About our organization:
The International Maize and Wheat Improvement Center (CIMMYT) is a cutting edge, non-profit, international organization dedicated to solving tomorrow’s problems today. It is entrusted with fostering improved quantity, quality, and dependability of production systems and basic cereals such as maize, wheat, triticale, sorghum, millets, and associated crops through applied agricultural science, particularly in the Global South, through building strong partnerships. This combination enhances the livelihood trajectories and resilience of millions of resource-poor farmers, while working towards a more productive, inclusive, and resilient agrifood system within planetary boundaries.

CIMMYT is a core CGIAR Research Center, a global research partnership for a food-secure future, dedicated to reducing poverty, enhancing food and nutrition security and improving natural resources. The CIMMYT Regional office for Africa is located at the World Agroforestry Centre (ICRAF) at Gigiri, Nairobi, with country offices in Ethiopia, Senegal, and Zimbabwe.

In Kenya, CIMMYT is hosted by World Agroforestry (ICRAF), that is headquartered on United Nations Avenue, Nairobi.

We invite you to learn more about CIMMYT and World Agroforestry by accessing our web sites: www.cimmyt.org and www.worldagroforestry.org

CIMMYT is looking for a:
Fleet Assistant

CIMMYT Kenya fleet Assistant role will include handling various administrative, operational, and coordination tasks within a corporate Services Unit.

Summary of responsibilities

1. Administrative Support.
   • Maintaining and organizing records related to vehicle registrations, insurance, maintenance schedules, and driver information.
   • Assisting in maintaining accurate and up-to-date databases of vehicle and driver details.

2. Scheduling and Coordination.
   • Scheduling vehicle maintenance and repairs with service providers, ensuring minimal disruption to fleet operations.
   • Coordinating vehicle inspection and other regulatory requirements.
   • Arrange appointments for drivers.

3. Communication.
   • Communicating with drivers regarding vehicle assignments and maintenance schedules.
4. Data Management.
   - Inputting data related to fuel consumption, mileage, maintenance costs, and other relevant metrics into fleet management shared point.
   - Help maintain accurate records of vehicle utilization, to be used for analysis and decision-making.

5. Supplier Liaison.
   - Assist in coordinating with suppliers, such as repair shops, fuel providers ensuring timely and cost-effective services.
   - Help track invoices and payments to vendors, ensuring accuracy and adherence approved budgets.

6. Driver Assistance.
   - Provide drivers with necessary information, documents, and tools for their daily tasks, such as route planning, vehicle inspection checklists, and safety guidelines.

7. Reporting and Analysis.
   - Assist in compiling data for regular reports on fleet performance, maintenance costs, and other key metrics.

8. Compliance and Documentation.
   - Help to ensure that vehicles and drivers comply with regulatory requirements, including licenses, registrations, inspections, and insurance.

   - Assist in coordinating emergency response plans and procedures for accidents, breakdowns, or other incidents involving fleet vehicles.

Requirements
   - A Diploma in Logistics, Business Management, or a related field
   - At least 3 years previous experience managing fleet.

Personal attributes and competencies
   - Knowledge of regulations.
   - Attention to detail.
   - Customer service Skills.
   - Problem-solving Skills.

Terms and conditions
   - This is a Locally Recruited Staff (LRS) position and on competitive remuneration in local currency, commensurate with skills and experience.
   - The appointment will be for a period of two (2) years, inclusive of a six-month probationary period, with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
   - The duty station will be in Nairobi, Kenya.
Application process
Go to http://worldagroforestry.org/working-for-icraf/vacancies

- The application deadline is 19 January 2024.
- CV and Cover Letter should be in PDF and Labelled with the applicants First and Second Names.
- We will acknowledge all applications but will only contact short-listed candidates.

CIFOR-ICRAF is an equal opportunity employer. Staff diversity contributes to excellence.