

VACANCY ANNOUNCEMENT TRANSPORT COORDINATOR

LVCT Health is an established Kenyan NGO that is renowned for the implementation of health programs at scale in Kenya. Through its vision of **Empowered Healthy Communities**, LVCT Health is a leader in designing and implementing innovative HIV prevention and treatment approaches, sexual and reproductive health and gender-based violence programs reaching the most vulnerable populations. The organization works with the government and other stakeholders at the national and county levels.

LVCT Health seeks to fill the position of **Transport Coordinator** for the CDC-funded comprehensive HIV prevention, care & treatment project – Vukisha95 in Homa Bay and Kisii counties. The project aims to continue the acceleration of sustainable, high-quality, comprehensive HIV prevention, care, and treatment services, to achieve the 95-95-95 targets and HIV epidemic control, and to transition to a sustainable county-led service delivery model.

The project broad objectives are to:

- Increase demand for and access to quality HIV prevention services.
- Increase demand for and access to quality HIV treatment services.
- Strengthen capacity of county health systems, local partners and communities to deliver quality health services.

LVCT Health is looking for dynamic well qualified and motivated individuals to join our great team by filling the following vacant positions;

POSITION: Transport Coordinator
REPORTING TO: Finance & Admin Manager
LOCATION: Homa Bay County

TC/LVCT/09/2022

Job Purpose

The position holder will manage the operation and maintenance of LVCT Health motor vehicle pool (Over 20 LVCT Health owned vehicles and hired vehicles). S/he will oversee all the compliance and reporting as it relates to LVCT Health transport and fleet management policies. The position holder will develop and implement vehicle preventive maintenance programs and will manage the fleet department budgets, ensuring LVCT Health obtains maximum value for money in its fleet management. The position holder will, in collaboration with the procurement department, develop and maintain outside vendor and service provider relationships to optimize fleet and transport management within Vukisha95 project

Key Responsibilities

Efficient Coordination of Ground Transportation in support of Vukisha95 Project

- Develop a route optimization map for each of Vukisha95 main implementation locations (Homa Bay and Kisii)
- Ensure that all travel requests to Vukisha95 supported facilities/sites are submitted minimum 5 days before the date of intended travel
- Prioritize allocation of Vukisha95 fleet based on received requests and using the route optimization map to minimize duplication on vehicle requirements
- Determine and seek approval for any extra needs for vehicle/taxi hire
- Communicate allocated transport to all requesters minimum 48 hours before date of intended travel
- Ensure all vehicles depart and return on time, and will perform pro-active satellite monitoring as well as communications with drivers throughout the day to ensure planned routing is executed as anticipated

Vehicle Operations Management

- Responsible for developing the annual running budget estimate for each of the vehicle in Vukisha95 pool. Will also reports (monthly basis) the cost of each vehicle operation as well as the overall fleet maintenance cost.
- Work closely with the drivers to oversee and schedule fleet maintenance and repairs including:
 - Diagnosis of vehicle preventive and repair maintenance needs
 - Researching parts availability and costing
 - Opening of work orders with selected garages
 - Review and concurrence of the issuance of purchase orders
 - Ensure timely and efficient scheduling of repairs to avoid grounding of the fleet at a go which results in increased cost of hired vehicles
 - Maintaining a repair file for each of the vehicles in Vukisha 95 fleet including repair cost history
 - Repair trend analysis specific to each vehicle and where necessary, take necessary remedial actions for consistent performance issues with drivers
- Oversight over the fuel management aspects for the fleet including:
 - Monitoring the float consumption for each vehicle against distance covered, terrain, vehicle type and age
 - Developing and analyzing the fuel consumption trend reports and instituting necessary remedial measures
 - Ensuring that fuel top ups for the cards are consistently done latest the 25th day of every month
 - Thorough, documented review of the fuel analysis reports including audit support
- Develop, implement and periodically improve the fleet administration standards and policies for vehicle operation in Vukisha95 project

Driver Supervision

- Serves as the performance leader for Vukisha95 pool of over 18 drivers including goal setting, regular feedbacks on performance and the annual appraisal process
- Build the capacity of the drivers in their various roles through on the job training and as necessary, curriculum based external trainings

- Plan, organize and manage the work of the driving staff to ensure that the work is accomplished in a manner consistent with organizational requirements of efficiency and safety
- Make and advise recommendations to Human Resources Department on training, annual leave or off-days, scheduling, reprimanding, hiring, and termination of recalcitrant drivers
- Develop, maintain and ensure adherence to disciplinary procedures and drivers' orientation program
- Ensures that all drivers adhere strictly to the laid out vehicle safety & security procedures

Compliance

- Ensure that waiver of liability forms are signed and filed in all instances where non-LVCT Health staff are ferried in LVCT Health vehicles
- Ensures that all *Vukisha95* drivers are competent to handle vehicles including periodic independent assessment tests
- Ensures that all *Vukisha95* drivers are trained on NTSA's highway code of conduct and other relevant driving best practices
- Routine surveillance of the automated fleet management system to identify violations of speed, operating hours, geo-fence limitations and to recommend appropriate remedial actions on offending drivers
- Thorough review of all vehicle mileage logs for accuracy, completeness and will escalate any relevant issues for management action
- Ensures compliance with all donor rules and regulations regarding branding of project vehicles
- Ensure vehicle pre-departure checklist is consistently filled out and periodically approved
- Ensures compliance with LVCT Health policies and procedures regarding incident reporting for drivers

Other Responsibilities

- Liaise with LVCT Health HQ as needed to enhance efficiency, effectiveness and compliance with LVCT Health vehicle use policy
- Updates and disseminates knowledge by studying existing and new regulations, participating in educational opportunities, reading professional publications and maintaining personal networks
- Ensure continuous innovations, adoption of best practices and regular reviews of fleet operations for optimal efficiency
- Recommend any additional fleet procedures/guidelines to the management
- Continually Analyze risk areas in fleet operations and recommend mitigating solutions

Required Qualifications

- Bachelor's degree in Logistics, Operations Management, Business Administration, Management or relevant field
- 5+ years' logistics or general transportation experience in a busy fleet setting
- 3+ years' management or supervisory experience (preferably managing a pool of drivers)
- Strong fleet analytical skills required
- Experience working with an NGO or UN Agency in a similar role

Knowledge, Skills, and Abilities

Essential

- Uncompromising Integrity
- Working knowledge of 4 x 4 vehicles, vehicle spare parts and transport logistic systems
- Complete and up-to-date knowledge of NTSA transportation regulations regarding to licensing, road safety, et cetera.
- Must have a working knowledge of computers and Intermediate to advanced level Microsoft Excel with a manifest readiness to learn LVCT Health specific fleet management software quickly
- Ability to develop and maintain an accurate record-keeping system relating to fleet management and general transportation
- A team player, flexible and with an ability to work calmly and effectively under pressure and to make quick rational decisions
- Handle emergencies: Ability to stay calm and take optimum decisions quickly
- Differentiate driver issues, decipher problems versus complaints and proffer relevant solutions
- Experience with Health and safety in Transport
- Fluent in both spoken and written English and Kiswahili.
- Excellent report writing, communication, interpersonal, organization and negotiation skills
- Experience working with an NGO or UN Agency in a similar role

Desirable:

- Kenyan driving license. Motor bike riding license is an added advantage
- Willing to travel, flexible, adaptable and with an ability to work under pressure
- CIPS/CILT certification
- Apprenticeship in motor trade
- Ability to manage time and work effectively without constant supervision

How to apply

Interested and qualified candidates are invited to submit their applications and CV along with a cover letter expressing interest and indicating **Salary history** and **expectations** to recruitment@lvcthealth.org by **September 23, 2022**. The position applied for and reference number should be clearly indicated on the subject line and cover letter.

*LVCT Health is an equal opportunity employer and **DOES NOT CHARGE** any fee whatsoever in any part of the recruitment process. Please visit our website www.lvcthealth.org for more information about the organization.*

LVCT Health is committed to preventing unwanted behavior at work, including sexual harassment, exploitation and abuse, stigma and discrimination of diverse individuals, lack of integrity and financial misconduct. LVCT Health expects all staff and volunteers to share this commitment. Failure to adhere will result in disciplinary action.