

Fleet Operator
Employment Regime: Local Contracted
Group: 4
Reporting line: Transport and Logistics Officer

Main Tasks and Responsibilities:

- To undertake routine maintenance tasks on the Mission's vehicles including cleaning, weekly inspection and liaison with workshops/garage as necessary;
- To ensure that all data recorded in the vehicles' tracking system or log books (trip tickets) including on up to date record of mileage, fuel consumption, insurance, servicing, repairs, maintaining comprehensive vehicle records and private use of the vehicles by Mission members is accurately reported to the Transport and Logistics Officer;
- To manage the process of fuel and petrol card usage and to ensure that accurate records are maintained;
- To advise Mission members on the most direct and economical routes and plan routes and itineraries accordingly;
- To ensure that adequate stocks of all spare equipment for vehicles are maintained;
- To undertake transportation of Mission members and VIP's as directed by the Transport and Logistics Officer;
- To assist Mission members, as required, with breakdowns and/or accidents;
- To ensure that new Mission members are properly equipped with agreed asset/inventory items to undertake their duties on arrival at the airport (i.e. grab bag, maps, etc.), and to collect these items from staff at the airport at the end of their deployment;
- To assist Mission members when converting driving licences to Israeli licences as required;
- To perform other duties as required by the Transport and Logistics Officer.

Qualifications and Experience:

- Successful completion of secondary education;
- Minimum of 5 years of experience of working as a driver or in a transport related field;
- Clean driving licence (categories B and C) is mandatory;
- Skills in car maintenance;
- To maintain a high level of flexibility, being able to work on short notice at night and during weekends;
- Well orientated in West Bank and in Israel;
- Experience driving armoured cars is desirable;

- Being service oriented with excellent interpersonal skills;
- Familiarity with Windows Office suite and associated applications;
- Good spoken English and Arabic; knowledge of Hebrew is desirable.