Job Specification: **Global Fleet Manager**

Department:	Governance & Business Transformation
Scale:	PSM Grade 5
Line managed by:	Head of Procurement & Logistics
Responsible for line managing:	No Line Management responsibilities
Location:	Roving, with extensive travel to MAG Programmes

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

Job Purpose:

The post holder will redesign and disseminate the global management standards for MAG Fleet of vehicles, aligning processes to sector best practices and focusing on a) reducing operating costs and ensuring sustainability of MAG fleet of vehicles; b) enforcing safety and security highest standards; c) reducing environmental impact; d) improve tracking and management of fleet data.

The role is expected to be evaluating MAG fleet portfolio and management processes, aiming to identifying key risks and areas for strategic improvements. He / She will work with key stakeholders and MAG leadership to design and implement initiatives improving efficiencies and effectiveness in the way MAG manages its Fleet of vehicles.

Job Description

Design and manage MAG Fleet Management Framework

- Work to ensure that MAG has a greater understanding of the organizational needs and drivers relevant to the management of a global Fleet, and proactively identify areas of improvement, including identifying and managing several initiatives whereby the fleet is refreshed and renewed, and is used in a more efficient and effective manner.
- Design and implement a global assessment of MAG Fleet of Vehicles, aiming to map all Programmes fleet and to identify critical gaps and existing best practices.
- Provide technical lead in the development and global roll out of new policy, standards, processes, and tools to improve fleet efficiency and effectiveness, fleet safety and security.
- Collaborate within the Global Logistics team to develop appropriate and time-efficient performance measurement metrics and reporting mechanisms for MAG fleet, actively supporting Programmes management teams and senior management in measuring and analysing Fleet Performance and costs, identifying organizational risks and areas for improvement.
- Collaborate with Global Logistics team to ensure MAG Asset Management practices are instrumental and appropriate to ensure good quality management of MAG Vehicles and any asset pertinent to Fleet management area, with special focus on asset life-cycle management, replacement planning and disposal.

- Design and evaluate a gap analysis of the existing fleet management tracking systems (paper/excel or system-based) and providing recommendations for the future MAG fleet and identify the most appropriate solution for tracking of vehicles.
- Provide support and guidance on vehicle related incident reporting, incident investigations, and management responses as required. Undertake incident trend analysis and escalate recommendations for risk reduction strategies/actions. Also working more broadly with key stakeholders on overall fleet safety and security, in particular to Regional Directors and Global Security Team.
- Lead eventual implementation of a global solution and system(s) for fleet management and tracking, including liaising with suppliers, countries and third parties and support data collection, validation, process change, systems familiarization and administering user account access.
- Provide internal assurance on the compliance of fleet management standards across the organization.
- Work with other members of Global Procurement & Logistics team to manage the critical external supplier relationships for the fleet category, and act as a technical advisor in high value and complex fleet procurement.

Direct support to MAG Programmes

- Advises and provides Programmes with guidance to improve fleet safety standards, including, but not limited to, thematic areas such fleet management team structure, storage and utilization of spare parts, fleet management by technical and non-technical personnel, fuel monitoring and analysis, preventative maintenance, scheduling, sourcing, and asset disposal.
- Support Programmes in staff selection, recruitments and evaluation of staff performances within the areas of expertise pertinent to Fleet Management.
- Support Programmes leadership by providing technical expertise within development and design of projects, aiming to improve fleet cost-structure, efficiencies and sustainability.
- Advises and provides contextualized support at different organization levels on identifying how fleet in Programmes can be most effectively utilized. This will include support the design of multi-year fleet planning and forecasting, preventative maintenance strategies and fuel management plans.
- Lead the identification and delivery of key capacity building initiatives pertinent to Fleet Management area to support Programmes teams adopting high quality standards in fleet management and build local managerial capacity.
- Work in strict collaboration with Programmes' stakeholders in charge of managing the local fleet of vehicles - HoSS, TOMs and Logistics Managers – to promote contextualization of global standards and adoption of best practices.

Relationship and networking:

The role is part of MAG Global Procurement & Logistics team, within Governance and Business Transformation department.

Internally, this role will work in providing direct support to MAG Programmes and engage across functional and geographical boundaries throughout the organization, interacting regularly with a wide range of stakeholders at UK and field level.
Externally, this role will engage within and outside the sector to further MAG Fleet Management objectives, including INGOs, UN agencies, Suppliers and Private Sector Partners, with both peer level stakeholders and operatives.

All International staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Experience in directly managing a large fleet of vehicles in field operations (100+ vehicles) within complex operating environments (Africa, Middle East, South East Asia)
- Experience on developing Policies & SOPs within Fleet Management area, review of internal processes and design of standards.
- Experience in applying change management principles to deliver new management systems, ways of working or in general to support improvement initiatives within Fleet Management in large scale organizations.
- Experience in setting up reporting systems, data analysis and dashboard management tools, and in coordinating global initiatives focusing on Fleet Management Data.
- Experienced in dealing and managing different set of senior stakeholders, within a Global/Regional organization
- Experience in capacity building of senior and junior roles pertinent to Fleet Management areas

Essential Skills and Knowledge

- Full understanding of Project Management Cycle in NGOs and Humanitarian Logistics
- Full understanding of the challenges and constraints linked to operating in the most challenging contexts and environments across the globe.
- Highly developed IT skills (Microsoft 365 essential, preferrable previous experience with Fleet Tracking System (IVMS) and/or Fleet Management System FMS
- Strong analytical skills, including capacity to run and read complex data analysis and to re-elaborate data for different type of stakeholders
- Verbal and written English language skills;

Essential Aptitude

- Inclusive approach, acts as a technical leader and a facilitator when engaging colleagues over Fleet Management
- Innovative and proactive with a problem-solving approach where systems can be improved
- Ability to establish and maintain effective working relationships at all levels internally and externally
- Ability to meet deadlines, manage multiple conflicting priorities, and work calmly under pressure
- Ability to handle and prioritise a heavy workload
- Interest in and commitment to MAG's humanitarian and capacity building mandate

- Self-motivated, flexible, resilient, and enthusiastic approach to MAG work

Qualifications

Desirable

- Previous experience on a Regional/Global Fleet Management role
- Previous hands-on experience on adopting a Fleet Management System in large scale organization
- Previous experience in, or exposure to Humanitarian Mine Action

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Signed employee:	**Date:**
Signed manager:	**Date:**

March 2022