



VIRUNGA

FOUNDATION

RÉPUBLIQUE DÉMOCRATIQUE DU CONGO

Head of Fleet

Job Purpose:

The Head of Fleet (Garage) is responsible for the efficient and cost-effective management of the extensive fleet of vehicles and boats (excluding airplanes) for Virunga National Park. This role ensures that all modes of transportation are available, safe, and comply with national regulations, contributing to the overall efficiency of the park's operations, conservation efforts, and security.

Key Responsibilities:

Fleet Management and Operations:

- Oversee daily operations and strategic management of the fleet, including vehicles, boats, and specialized transportation equipment.
- Ensure optimal fleet utilization, balancing vehicle availability with operational needs (conservation, patrols, logistics, tourism, economic development initiatives).
- Develop and implement operational policies and standardized operating procedures (SOPs) for fleet usage.

Maintenance and Repairs:

- Establish a preventive maintenance schedule to minimize downtime and maximize vehicle lifespan.
- Manage and supervise the garage manager and external service providers for repairs and maintenance.
- Ensure all vehicles and equipment are regularly inspected, maintained, and repaired according to safety standards and regulations.
- Ensure the garage has all necessary parts for timely maintenance and repairs.

Fuel and Resource Management:

- Monitor and manage fuel consumption, ensuring efficient use of resources and minimizing waste.
- Keep accurate records of fuel consumption and vehicle mileage, and implement systems to control fuel-related expenses.

Fleet Acquisition / Inventory management:

- Assess and recommend the acquisition of new vehicles based on park needs and budget availability.
- Manage the disposal or sale of obsolete or non-operational vehicles in a profitable and compliant manner.



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- Maintain an up-to-date inventory of all fleet assets, including vehicles, boats, and other transportation equipment.
- Implement a tracking system to monitor the location and usage of all fleet assets, ensuring accountability.

Driver Management:

- Supervise and manage the team of drivers—through the driver supervisor—providing training on safety, maintenance protocols, and operational procedures.
- Conduct performance evaluations of drivers and mechanics, ensuring high standards of professionalism and operational efficiency.

Budget and Financial Management:

- Prepare and manage the fleet department's budget, ensuring cost efficiency in purchasing, maintenance, and operations.
- Monitor expenses related to repairs, fuel, spare parts, and labour, identifying cost-saving opportunities.
- Report fleet operational costs and provide regular financial updates to the Operations Director and the finance department.

Sustainability Initiatives:

- Explore and implement initiatives to reduce the fleet's carbon footprint, including transitioning to electric vehicles or alternative fuels where possible.
- Promote environmentally friendly driving practices among drivers and fleet users.

Required Skills and Experience:

Fleet Management Experience:

- At least 5 to 7 years of experience managing a large and diverse fleet, preferably in remote and/or challenging environments.
- Previous experience in conservation, logistics, or the public sector is a significant advantage.

Technical Knowledge:

- In-depth knowledge of vehicle maintenance, repairs, and operations.
- Familiarity with the latest fleet management software and tracking systems.



Leadership and Team Management:

- Proven experience in managing teams, including drivers, mechanics, and administrative staff.
- Strong organizational skills and the ability to coordinate multiple tasks simultaneously.

Financial Skills:

- Experience in budgeting, cost management, and resource allocation within fleet management.
- Good understanding of procurement processes for spare parts, vehicles, and fuel.

Communication and Problem-Solving:

- Excellent verbal and written communication skills in both French and English.
- Ability to quickly and efficiently resolve operational issues in high-pressure situations.

Organization:

- The position is based in Rumangabo, North Kivu (headquarters of Virunga National Park).
- Frequent field missions in and around the park are required.
- Logistic and security support is provided for all activities.

To apply:

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Please send your CV (max two pages) to Virunga Foundation's HR department at recruitment@virunga.org and eklausner@virunga.org

Mentioning in the subject: Application Head of Fleet 13/VF/ICCN/2024

Rumangabo, September 13, 2024