



Job opportunity

Fleet Officer

VVOB Zambia

Deadline for applications: 8th April, 2024.

VVOB is an international NGO with programmes and projects in 10 countries worldwide. Our head office is based in Brussels, Belgium.

When you join VVOB, you become a key player in VVOB's mission to ensure quality education as a key enabler for achieving the sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure capacity building of governmental and other education actors.

Do you share our ambition to ensure that learners around the world can enjoy their fundamental human right to quality education, without exception? Are you convinced as well that quality education guarantees equal opportunities for everyone and is the key to a better world?

We are looking for a **Fleet Officer** who will operate from our **office in Lusaka, Zambia**. Do you want to take on this challenge? Then continue reading!

Hello! We're excited to see you found your way to this job opening. That must mean you share our ambition to ensure learners around the world enjoy their fundamental human right to quality education, without exception. We're looking forward to hearing from you.

But first things first. Allow us to introduce ourselves, drawing on the great mystery behind our name. Since our establishment in 1982, 'VVOB' has evolved from a complex (Dutch) acronym to a stand-alone concept meaning education for development:

- VVOB stands for 'commitment' – to achieve the Sustainable Development Goals by 2030.
- VVOB stands for 'integrity' and 'mutual respect' – in working with our partner organisations across 10 countries / 3 continents.
- VVOB stands for 'quality' and 'innovation' – of everything we do in our effort to improve education worldwide.

Do you still feel like you're in the right place? Great, because we're hiring a Fleet Officer to support our VVOB country team in Zambia.

VVOB in Zambia

In Zambia, VVOB is working in partnership with the Ministry of General Education (MoGE). We are building capacity on Early Childhood Education (ECE) and Teaching at the Right Level (TaRL).

Our key focus points in ECE are 'Learning through Play' and 'Emergent Literacy'. We are currently reaching 8 provinces with our work in ECE.

The evidence-based TaRL approach helps learners in Grades 3, 4 and 5 to develop basic reading and numeracy skills. TaRL (or Catch Up - as it is known in Zambia) now reaches more than 2000 primary schools and close to 300.000 learners spread over 9 provinces.

Our ambition is to support MoGE in scaling the 'Learning through Play', 'Emergent Literacy' and 'Teaching at the Right Level' work. We are also working with government to support out of school adolescents.

Responsibilities of the Fleet Officer

The Fleet Officer is, in consultation with the Operations Manager, responsible for assisting in coordination of transport for the VVOB Zambia Office. This position will be responsible for adhering to all relevant VVOB policies and regulations while maintaining smooth and efficient transport management and coordination within Lusaka and other Provinces. S/he will report directly to the Operations Manager. This is not a driver position.



You will:

- Coordinate all Fleet management related issues by maintaining an effective and efficient transport management within VVOB Zambia.
- Responsible at all times for ensuring that all fleet is adequately Insured, Road Taxes and other statutory payments made, repairs and services are done on time.
- Responsible for ensuring that the Vehicles are well serviced and maintained.
- Timely handling of submission of all provincial insurance claims
- Manage car hire contracts and ensure that they operate in line with VVOB Zambia vehicle use policy.
- Ensure the Fleet vehicle policies are in place and adhered to.
- Training of drivers in matters related to fleet policy.

If you're our Fleet Officer, your workweek at the office will include the following highlights:



- Coordinate travel schedules, and trips/transport within and out of the Provinces for both Project fleet and hired vehicles on a weekly/monthly basis.
- You prepare the monthly reports for onward submission for review and approval by the Operations Manager.
- Responsible for coordinating and requesting for waivers for vehicles where needed.
- Ensure that the project Fuel Accounts are reconciled and replenished on time.
- Lunch! A perfect time to nurture informal relationships with the other team members in Zambia and hear how everyone is doing.
- Responsible for monitoring all project vehicles on Geotab and report to the Operations Manager where applicable.
- Responsible for monitoring fuel/vehicle usage analysis and reconciliations and attending to any deviations from the expected normal consumption.
- Any other tasks that may be assigned by the supervisor.

Does this look like your dream job?

Then read on and check whether your profile matches the job requirements!

Who are you?

This is a national position, open only to Zambian Nationals.

Your expertise and experience

- An Advanced Diploma in Transport and Logistics or related field.
- Minimum of 5 years work experience in fleet and transportation and logistics Management.
- Experience in a coordinator role as well as in the NGO sector.
- Excellent knowledge of Zambian road traffic regulations and road safety best practices.
- Must be a member of Zambia Chartered Institute of Logistics and Transport (ZCILT).
- An energetic, forward-thinking and creative individual with high ethical standards and appropriate professional skills.
- Able to maintain good working relationships with team members while retaining high levels of confidentiality and discretion.
- Fluent in English + based on Country needs.

Matching competences

VVOB core competences:

- Results orientation
- Continuous improvement
- Cooperation

Function specific competencies:

- Communication skills
- Accuracy
- Reliability
- Planning and organisation
- Problem analysis and judgement



What we're offering:

- A full-time contract with the possibility to extend depending on funding.
- 25% gratuity at year's end.
- In-patient and out-patient medical package for you and your legal dependents (as proven by marriage certificate and birth certificate(s))
- Education allowance for your legal children
- Transport allowance and housing allowance in line with the Zambian employment legislation
- Supportive environment, enabling continuous professional development

Join us: asap

What's next?

Your motivation letter and a detailed CV are expected to be sent by e-mail no later than 8th April 2024 to recruitmentzambia@vjob.org

Shortlisted candidates will take a written test and go through an interview process before a final offer.

VVOB firmly believes that quality education can only be achieved if equity is ensured. Qualities of people prevail, regardless of age, gender, ethnicity or disability.

Is this not exactly the job you are looking for? Please have a look at our other vacancies at: <https://www.vjob.org/en/vacancies>.



VVOB – *education for development*

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