

Senior Assistant Fleet Coordination

Closing Date is 02 April 2024

About IRRI

The International Rice Research Institute (IRRI) is the world's premier research organization dedicated to reducing poverty and hunger through rice science; improving the health and welfare of rice farmers and consumers; and protecting the rice-growing environment for future generations. IRRI is an independent, nonprofit, research and educational institute, founded in 1960 by the Ford and Rockefeller foundations with support from the Philippine government. The institute, headquartered in Los Baños, Philippines, has offices in 17 rice-growing countries in Asia and Africa, and over 1,000 staff.

Working with in-country partners, IRRI develops advanced rice varieties that yield more grain and better withstand pests and disease as well as flooding, drought, and other harmful effects of climate change.

Job Purpose

Under the general supervision of the Officer - Procurement and Logistics provide overall day-to-day administrative support related to fleet management, including coordinating and facilitating vehicle/travel requests, dispatching drivers, and keeping track of administrative issues such as vehicle insurance and logistics. Maintain documents related to fleet management.

This position will be based at the IRRI Burundi office in Bujumbura and may only be filled by permanent citizens of Burundi.

Roles and Responsibilities

- Ensure proper use and maintenance of IRRI vehicles and motorcycles
- Dispatch of vehicles and drivers according to the weekly plan
- Fuel management
- Ensure the proper management and operation of the log books of vehicles and motorcycles
- Identify repair and maintenance needs requiring garage intervention and ensure regular monitoring
- Establish vehicle monthly monitoring report
- Make sure that the accident claim in the insurance is made on time and make the follow-up
- Filing all invoices of fuel used and keeping the vehicle authorization orders for field activities
- Arrange car rental when needed and fill the hired vehicle with fuel after field activity.
- Process cash advance requests related to vehicles and drivers
- Prepare mission order
- Arrange transportation for visitors when required
- Work closely with all staff and ensure their transport, ensure the proper management and operation of the log books of vehicles and motorcycles
- Work closely with Garage Companies by Identifying repair and maintenance needs that may require garage intervention and ensuring regular monitoring
- Work closely with Vehicle Insurance Companies and make sure that the accident claim in the insurance is made on time and make the follow-up
- Prepare weekly and monthly reports
- Submit accident reports to the supervisor and write them down in the monitoring report
- Prepare monthly fuel consumption reports
- Assure and organize the transport of the people and the goods of IRRI
- Proper management and operation of the log books of vehicles and motorcycles

Qualifications

- High School graduate with at least 5 years of relevant experience

- College Undergraduate (at least 2 years) with at least 3 years of relevant experience

Skills Required

- Experience in International Organisation will be an asset
- Has good knowledge of MS Office (Word, Excel, PowerPoint)
- Has good oral and written communication skills, communicates the status of work regularly and in a timely manner
- Has good interpersonal skills
- Has good organizational skills
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- Has a driver's license

Note that for more details please consult IRRI Job Website on :[irri.org jobs](http://irri.org/jobs)