



## **GENERAL SERVICES ASSISTANT/FLEET MANAGER**

### **Statement of work**

#### **Position Summary**

The General Services Assistant (GSA)/Fleet Manager is a full time position reporting directly to the General Services Manager. A primary role of this GSA position is that of managing all aspects of Peace Corps Madagascar's fleet of approximately 14 vehicles, including overseeing vehicle procurement, maintenance and disposal. The GSA is required to be well-versed in US government rules around vehicle use and ensure that Peace Corps staff follow them. S/he also assumes a variety of other responsibilities as part of the General Services team including: supervising drivers, assisting with fleet and non-fleet related procurement, playing a lead role in office inventory, managing volunteer shipments, overseeing volunteer equipment, serving as acting GS Manager during absences, and other related duties as required to support the success of Peace Corps Madagascar. The GSA is a multi-functional position that requires flexibility, detail orientation and team work.

#### **Duties and Responsibilities**

##### **Fleet Management**

- Maintains all vehicle files including vehicle logs, vehicle purchase and disposal records, fuel use calculations, vehicle repairs, etc.
- Regularly updates Peace Corps' on-line Vehicle Management Information System (VMIS) Leads inputting weekly vehicle data into VMIS.
- Ensures training and periodic refresher training for all drivers; coordinates with Embassy for Smith Training or other opportunities appropriate to upgrading drivers' skills
- Ensures timeline for annual driver medical exams is respected, and ensures clearances are maintained in driver file
- Develops/updates fleet plan and vehicle policies and procedures consistent with PC and Embassy rules
- Estimates needed budget for fuel and spare parts for inclusion in annual budget

##### **Property Management**

- Assists in maintaining the inventory of all office and residential furniture and equipment as per Peace Corps requirements.
- Participates as operator in annual inventory campaign, scanning PC property located in offices and residence; leads scanning of PC property at residences when USDH staff change.
- Leads bar coding for all PC property in inventory system.
- Assists in vehicle and property disposals through US Embassy or Peace Corps auctions or other means permitted by US government rules.
- Supplies Peace Corps Volunteers for their official needs (bikes and accessories, trunks, locks, etc.)
- Ensures a schedule is developed and followed for regular vehicle maintenance working with Peace Corps mechanic
- Identifies the best contractors when maintenance or repairs must be contracted out and supervises their work.

##### **Procurement**

- Leads process for vehicle, spare parts and fuel procurement; assists the GSM with other procurements/purchases:
  - develops requests to Peace Corps Headquarters and or Requests for Quotation (RFQs) for public posting
  - reviews and analyzes vendor offers
  - develops Work Orders and/or draft contracts for Director of Management & Operations (DMO) or Deputy DMO to finalize
  - liaises with vendors and serves as Point of Contact on contracts managed by DMO or DDMO
- Maintains office supply inventory, identifies office supply needs & develops Work Orders for their purchase.
- Assists in clearing incoming shipments through customs

### **Trainee/Volunteer Support**

- Manages shipment of Trainee/Volunteer belongings who have returned to their home of record
- Provides logistical support to training and other events (Volunteer meetings, swear-in, etc.)
- Manages Trainee/Volunteer equipment such as bicycles and accessories, water filters and other materials Peace Corps purchases for Trainee/Volunteer use at site

### **Other**

- Serves as Inventory Reconciliation Clerk (IRC) for monthly inventory of medicines.
- Serves as occasional driver during driver absences and/or to monitor and understand road conditions
- Serves as acting GS Manager during absences
- Assists with other GS and Admin Unit related tasks as assigned

### **Inherently Governmental Function of Limited Supervisory Responsibilities**

The GSA/Fleet Manager may be designated to supervise the drivers. S/he also is responsible for approving the drivers' timesheets and leave request forms as well as for performing performance reviews.

### **Receiving officer**

GSA-Fleet Manager may be designated as a receiving officer if assigned by the Country Director and with the approval of the Regional Director. Responsibilities as a receiving officer include accurate review of goods or services, their accompanying invoices, and the purchase order/contract to ensure that the specifications, quality, amounts, price, timeliness, etc. of the goods are consistent with the terms and conditions of the contract/purchase order after successful completion of the requisite training to perform receiving duties. (See [MS 511](#), *The Personal Property Management Handbook* and [OFMH 19](#))

### **Safety and Security Duties**

Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

### **Other**

If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as "Volunteers") at Peace Corps/[Country], the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director (CD), to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers.

This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.

### **Required Qualifications:**

- Bachelor's degree (*Licence*) in administration, finance or related field
- Minimum of 2 years work experience in vehicle, inventory and/or logistics management or closely related field
- Excellent computer skills, particularly in using Outlook (email), Excel and Word
- Excellent written and oral communication skills in Malagasy and in French or English
- Good command of English is required with the ability to improve on the job
- Valid Malagasy driver's license B
- Well-developed interpersonal skills

### **Desired Qualifications:**

- Excellent spoken and written English
- One year or more in a supervisory role
- Previous experience working in an international or multi-cultural environment
- Previous work experience working for the US government (USG) or for a USG contractor
- Training in or experience in auto mechanics