Applications are invited from suitably qualified Citizens of East African Community Partner States (Burundi, Kenya, Rwanda, Tanzania and Uganda) for the follow position tenable at the East African Community Secretariat:

**Administrative Assistant - Vehicle Fleet Management**

**GRADE:** G4  
**ORGAN:** East African Community Secretariat  
**DEPARTMENT:** Administration  
**REPORTS TO:** Principal Administrative Officer  
**DURATION OF CONTRACT:** 6 months renewable based on performance and funding availability

**SUMMARY OF POSITION:**

To assist with the management of EAC Fleet of vehicles by ensuring that they are in good condition and to monitor vehicle movement and ensure effective usage of fuel.

**DUTIES AND RESPONSIBILITIES:**

Under the overall supervision of the Principal Administrative Officer, the Administrative Assistant will carry out the following responsibilities and duties:

1.1 Coordinate daily movements of vehicles and scheduling their movements
1.2 Supervise drivers, evaluate their performance and develop their daily work schedules
1.3 Monitor and analyze motor vehicle movements
1.4 Custodian of all EAC vehicle keys
1.5 Ensure Log Books are effectively utilized
1.6 Develop mechanisms for strengthening the fuel requisition system and monitor the fuel consumption of all vehicles
1.7 Ensure timely renewal of motor vehicle insurance and availability of all required vehicle documents, supplies and log books
1.8 Assess the need for repairs/ replacement of parts, coordinate the maintenance and service of EAC vehicles with authorized garages as required; monitor and follow up to ensure that vehicles are properly repaired with genuine spare parts
1.9 Develop guidelines for vehicle valuation and recommend timely disposal
1.10 Submit weekly and monthly reports, on fuel consumption, vehicle utilization and maintenance requirements for the fleet.
1.11 Perform any other duties as may be assigned by supervisors

QUALIFICATIONS AND EXPERIENCE

• A diploma in Automotive or mechanical engineering from a reputable institution with a minimum five (5) years’ experience in transport or fleet management.
• Must be a holder of a valid driving license with at least 5 years driving experience
• Knowledge of office application computer packages is essential

SKILLS AND COMPETENCIES

• Good Communication skills and report writing
• Good administrative Skills
• Good supervisory skills
• Good Customer Care and public relations skills
• Ability to work effectively and harmoniously under pressure in a stressful environment and with colleagues from varied cultures and professional backgrounds.

HOW TO APPLY:

Interested candidates should submit their applications accompanied by a detailed CV, copies of both academic and professional certificates and testimonials, names and addresses of three reputable referees, contact details (e-mail, telephone) should be sent by registered mail, courier service or by email to:

The Secretary General
East African Community
P. o Box 1096
Arusha - Tanzania.
Fax No: +255 27 2504255/ +255 27 2050281
E-mail: vacancies@eachq.org

All applications should be received not later than Friday 20 March 2015 at 17:00Hrs

EAC Secretariat shall only respond to shortlisted candidates.

EAC is an equal opportunity employer. Female candidates are encouraged to apply.