

Position: Fleet Officer

Reporting to: Operations Manager

Location: Kampala, Uganda

StrongMinds (www.strongminds.org) is a dynamic and fast growing 501(c)(3) social enterprise based in Maplewood, N.J, that focuses on one of the most underserved populations and one of the most pervasive mental illnesses in the world. We treat depression among women of all ages in Africa, where access to mental health treatment is extremely limited, and will be launching our services in Newark, New Jersey beginning in 2022.

Since its start in 2014, StrongMinds has treated over 170,000 women with depression in Uganda and Zambia. *We are the only organization scaling a solution to depression with a potential to serve millions of people in the next ten years.*

StrongMinds has earned an impressive reputation in the global mental health space. In addition to media coverage in the New York Times, Forbes, BBC World Service, and the Stanford Social Innovation Review, we are described by UK organization Founders Pledge as the most cost-effective mental health organization working in the developing world.

Job Description:

The Fleet Officer will boost the Operations Department by holding a primary role in the recruitment of quality drivers into the fleet and maintaining detailed records of vehicle servicing and inspection. The officer will so schedule both the staff travel needs and vehicle maintenance to ensure operational efficiency, among other duties. This individual will both oversee and regulate the conduct of drivers in line with SMU fleet policy to ensure that the organization's operations are in line with both the set policies and procedures.

Key Areas of Accountability:

- Deciding whether to lease or buy vehicles.
- Assisting in the recruitment of quality drivers into the fleet.
- Developing efficient driver schedules to maximize profits.
- Managing drivers so they adhere to strict schedules.
- Registering and licensing all vehicles under their management.
- Finding ways to cut costs and maximize profits.
- Developing strategies for greater fuel efficiency.
- Maintaining detailed records of vehicle servicing and inspection.
- Complying with local traffic laws and regulations.
- Scheduling regular vehicle maintenance to ensure operational efficiency.

- Ensuring strict servicing and maintenance times to minimize downtime and maintain schedules.
- Monitoring driver behavior and ensuring a high level of customer service.
- Analyzing data to increase business operational efficiency.
- Utilizing GPS systems to monitor drivers and track vehicles in case of theft.

Education:

Bachelor's degree in fleet management, logistics, or business administration.

Experience, Knowledge, Skills, and Behaviors:

- Minimum 2 years of fleet operations experience.
- Strong evidence/experience in performance-based fleet operations.
- Experience in the management of budgets.
- Experience in the transportation industry.
- Experience in fleet-related compliance systems.
- Proven experience managing fleet operations.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, and Access).
- People leadership skills.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Knowledge of vehicle mechanics is an added advantage.

The successful candidate will be expected to embrace and role model the core values of StrongMinds:

- We are people focused.
- We think big and act fast.
- We are data driven.
- We do what we say and say what we do.

To Apply:

Send résumé and short cover note to careersug@strongminds.org mentioning "Fleet Officer".