**NUC would like to Re-advertise the following vacancy:**

Position: **FLEET** **TEAM LEADER (1 Position)**

Section: Transport

Reports to: Manager

Accountabilities and Responsibilities:

1. Maintain fleet availability to meet all requests by scheduling, forecasting and surveying current user trends.
2. Plan and organize the routine maintenance of all company vehicles, ensuring that service and inspection intervals are adhered to.
3. Monitor and ensure fleet operation in compliance with Nauru Transport rules and regulations, perform vehicle registrations and insurance formalities.
4. Track fleet usage and maintain accurate inventory of equipment.
5. Ensure the maintenance and availability records for all NUC fleet are accurate and up-to-date.
6. Assist the Supervisor and mechanics in identifying defective or worn components and equipment, repair and replace as required.
7. Ensure that Drivers Defect notices are dealt with correctly and all completed defects reports are dispatch and stored properly.
8. Assist in vehicle accident, incident investigations, prepare report and recommendations to management.
9. Maintain the stock system and ensure that any ordered parts are the best value for money available at the time they are needed, stock levels are within the pre-agreed limits.
10. Develop and implement operational and service standards to maintain vehicles by advocating best practices and procedures.
11. Assist in development and implementation of NUC Fleet Policy.
12. Facilitate and implement corrective actions and capacity building to manage entire fleet to achieve NUC objectives.
13. Monitor and report weekly vehicle fuel purchase with assistance of fuel voucher system for all vehicles and drivers to Operations Manager and Finance Controller.
14. Provide NUC Management on vehicle replacement and purchasing policies, displaying a sound knowledge of new vehicle types and vehicle related products.
15. Assist in the preparation of yearly budgets and maintenance plans for all fleet assets and activities.
16. Leads the provision of on-the-job training of employees to increase their competency levels.
17. Responsible in dealing with all warranty and vehicle manufacturer issues.
18. Ensure proper management of tools and test equipment used by team.
19. Ensure all work areas are maintained in a clean, safe and orderly manner at all times.
20. Cooperate with NUC management in regards to any duties or requirements imposed on them by relevant Health and Safety legislations and ensure compliance.
21. Carry out duties and responsibilities considered appropriate and relevant by NUC management.

*Minimum Education*: Trade Certificate or Diploma in Mechanical, Plant or Automotive Engineering with completion of Apprenticeship

*Experience*: At least 5 – 7 Years as an Automotive Mechanic or Technician

*Skills*: High Mechanical Engineering Skills, Strong Verbal and Oral Skills, Valid Driving License, Problem Solving, Report Writing, Computer Literate, Time Management, Monitoring, Proactive Approach, High Interpersonal Skills, Coordination

*Personality*: Fit, Non Smoker, Team Player, Positive Thinker, Self – Starter, Committed, Dedicated, Passion for Excellence

*Work Conditions*: Work Extended Hours, Meet Deadlines, Contribute to Development, Success of Corporation

**Starting Salary: $11,378 – 13,056 per annum**

Please submit application in a letter form with necessary attachments such as CV, references and other relevant documents. Application should be addressed to Nauru Utilities Human Resource Manager. Application forms are available at the Human Resource Office, Aiwo Power Station.

**Contact details**: Email: [hr-team@nuc.com.nr](mailto:hr-team@nuc.com.nr) or Call us: 5574059

**Closing date**: 16/Feb/2022.

**Please note applications may be short-listed and progressed prior to the closing date.**

At NUC, we want our people to reflect the community we operate in, and encourage applications from a diverse range of people, backgrounds and experiences.