



## JOB OFFER FACILITY OFFICER

Federation Handicap International which runs its programs under its operational name “Humanity &Inclusion” (HI) is looking for a **FACILITY OFFICER**

### 1. HISTORICAL BACKGROUND OF THE PROGRAM

Handicap International Federation (HI) Rwanda which operates under the name Humanity & Inclusion is an independent and impartial International Organization that was founded in 1982 and operates in Rwanda since 1994. It envisages a Rwanda society that is inclusive, supportive, and respectful of the rights of vulnerable people and especially persons with disabilities. Working alongside persons with disabilities and other vulnerable people, it commits itself to meet their essential needs, improving their living condition, and promoting respect for their dignity and their fundamental rights. It does so by supporting the policies and initiatives of public authorities and civil society to advance the rights of vulnerable people, particularly persons with disabilities across Rwanda.

### Job summary

**Position: Facility Officer**

**Location: Rwanda**

### 2. Specific Roles and key responsibilities

**Responsibility 1: Organization of Fleet / vehicles and of any other means of transport in term of allocation, use and maintenance management**

**Aim:** To provide safe means of transport and quality monitor of HI Vehicle for the smooth running of activities

**Benchmarks:** Quality of vehicle fuel consumption monitoring; quality of the management of vehicles and other means of transport; quality of maintenance; efficiency of the user schedules; quality of fuel supply monitoring, user satisfaction in line with internal rule and regulations

**Activities:**

- **Activity 1.** Receive and follow up the Travel and event Request (TER)
- **Activity 2.** Follow the management of vehicles and other means of transport rules and regulation
- **Activity 3.** Follow up the booking & Scheduling of Vehicle, Flight and other means of transport,
- **Activity 4.** Assist the flight departure and arrival agreement (drop/ pick-up, taxi ..etc)
- **Activity 5.** Maintain daily Fleet (vehicle and Flight) Tracking & Monitoring Board
- **Activity 6.** Communicate the vehicle or Flight reservation in close collaboration with passengers
- **Activity 7.** Do regular vehicle Logbook Check and monitor the vehicle movement
- **Activity 8.** Follow up vehicle maintenance, repair, cleaning and other servicing required

- **Activity 9.** Follow up the vehicle fueling supply and compile monthly fuel & Others expenses report
- **Activity 10.** Perform training to drivers (logbook, road safety, basics maintenance)
- **Activity 11.** Provide vehicle minimum standard kits, tools and safety kits
- **Activity 12.** Follow up the regular vehicle documentation renewal,
- **Activity 13.** Update Vehicle Monitoring Chart (VMC) at monthly basis

**Responsibility 2: To follow up the organization of HI equipment, use and maintenance**

**Aim:** To provide an efficient facilitation of technical equipment to the support and project team at base level

**Benchmarks:** Quality of equipment availability, maintenance, allocation and monitoring of organization equipment in line with the standardization kit / tools divined to each operation team, implementing of equipment management procedures

**Activities:**

- **Activity 1.** Organize the equipment allocation in collaboration with Country Logistic Manager
- **Activity 2.** Identifying and suggesting adapted equipment to the logistics manager
- **Activity 3.** Organize the installation, maintenance/repairation, monitoring and traceability of equipment
- **Activity 4.** Follow up the Equipment Distribution and Retrieval to or from staff
- **Activity 5.** Producing documents record for Distribution and Retrieval of each piece of equipment
- **Activity 6.** Follow up new equipment data entry registration into EMC
- **Activity 7.** Update Equipment Monitoring Chart (EMC) at situational basis
- **Activity 8.** Conduct regular Physical Equipment inventory every 6 months and update the EMC.

**Responsibility 3: Organization of general premises supply / services and facilities (Office, staff accommodation, storage facilities, vehicle parking)**

**Aim:** To provide a reliable, secure and comfortable office and living premises for the staffs within good facilities or in working order.

**Benchmarks:** quality of premises and storage; quality of the search for premises and storage; quality of the management of premises and storage and the availability of office and accommodation supplies

**Activities:**

- **Activity 1.** Seeking and identify any potential premises (accommodation, Office and Storage)
- **Activity 2.** Carry out the fitting out, servicing and maintenance of the premises
- **Activity 3.** Perform inventories with Landlords for office and expatriate's houses
- **Activity 4.** Organise repairs of all premises including the supervision of casual workers
- **Activity 5.** Ensure the security of the premises (locks, guards, guard schedule, and etc.)
- **Activity 6.** Provide the relevant premises supplies

**Responsibility 4: Managing base "logistical support functions" team under his/her line managing (Drivers, Maintainer, and Maids)**

**Aim:** Daily monitoring and supervising of staff under her/his line managing

**Benchmarks:** Quality of staffing management and control

**Activities:**

- **Activity 1.** Follow up the logistical support functions team (drivers, Maintainer and Maids)
- **Activity 2.** With Country Log Manager to produce work objective setting and carrying out appraisal assessments
- **Activity 3.** Managing staff leave and temporary replacement for the duty
- **Activity 4.** Disciplinary measures

**Responsibility 5: Organize Logistic administrative filing system**

**Aim:** the existence of logistic archiving for manual –computerize and report

**Benchmarks:** Quality of filing system to track all information of historical General Facility unit function

**Activities:**

- **Activity 1.** Compiling archive for each logistic function are handled in both of manual and computerize
- **Activity 2.** Submit the relevant tools of base or functions handled regularly

**Responsibility 6: Respect of HI identity, rules and policies**

**Aim:** HI identity, ethic, rules and procedures are respected

**Benchmark:** HI code of conduct and ethic, HI mandate and values, HI rules and operating procedure, HI policies are known, understood, applied and respected by the PM and her/his team

**Activities:**

- **Activity 1.** In coordination with the Human Resources Manager and Country Log Manager
- **Activity 2.** Know, understand, apply and respect HI code of conduct and ethics, HI mandate and values, HI rules and operating procedure, HI policies (child protection policy, policy and mechanism for the prevention of and fight against bribery, the protection of beneficiaries from sexual exploitation and abuse policy) and make sure they are known, understood, applied and respected by its team
- **Activity 3.** Know, understand, apply and respect HI security rules and make sure they are known, understood and applied by her/his team
- **Activity 4.** Regular refresher trainings are organized

**General:** Any other duties and tasks as assigned by Rwanda mission in line with mission objectives, outcomes, implementation and strategy.

He/she will have to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of the code of conduct.

**3. Required Qualification and competences**

<p><b>Professional skills</b></p> <ul style="list-style-type: none"> <li>❖ <b>Driving</b> -Knowledge of the fundamental principles of the highway code, national laws and internal rules (safety)</li> <li>❖ <b>Maintenance Buildings - Equipment, incl. CVC (Air onditioning/ventilation/heating)</b> -Understand the objective of equipment and buildings maintenance. -Be familiar with all the equipment used on the site (characteristics - maintenance schedule - after-sales service)</li> <li>❖ <b>Mechanic</b> -Be familiar with the basic workings of a diesel and petrol engine and with a vehicle's mechanical and electrical systems (transmission, ignition, etc.).</li> <li>❖ <b>Safety (Accidents)</b> -Understanding the concept of safety. -Be familiar with the internal safety rules and procedures (hygiene, maintenance, fire, evacuation)</li> <li>❖ <b>Transport organisation</b> -Understand the functioning and objective of efficiently managing the transport of people and goods.</li> </ul>	<p><b>Cross-cutting skills and experience</b></p> <ul style="list-style-type: none"> <li>-Minimum of Bachelor degree in Business administration, A2 in vehicle mechanics, Logistics or other related fields.</li> <li>-Experience in planning, policy, procedures formulation and implementing monitoring and reporting systems.</li> <li>-Demonstrated knowledge of the health and safety practices</li> <li>-Demonstrated ability to use email and the latest versions of Microsoft Word, Excel.</li> <li>-Significant Experiences in Fleet management</li> <li>-Knowledge of transport and drivers' management.</li> <li>-A communicative English, French and Kinyarwanda languages.</li> <li>-Good computer operating skills (excel + word)</li> <li>-Anticipation and Reactivity</li> <li>-Reliability, trustworthy and Accountability</li> <li>-Organisation, and Team work</li> <li>-Flexibility</li> <li>-Ability working with multicultural and plural-disciplinary teams</li> <li>-Having Car driving license.</li> </ul>
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**How to apply:** The application file must include a letter of motivation addressed to the Country Manager of HI in Rwanda, accompanied by the coordinates of 3 professional references related to the position, certificates of services rendered, a detailed Curriculum Vitae and a copy of each diploma. Complete applications must be submitted no later than **27 February 2022 at 0:00** to the following addresses: [recrutement@rwanda.hi.org](mailto:recrutement@rwanda.hi.org) with subject: **FACILITYOFFICER202202**

**Only Short-listed Candidates will be contacted. Any efforts to influence the recruitment process will lead to automatic disqualification.**

### About our organisation

Humanity & Inclusion (HI) is a solidarity organization international committed to the rights of persons with disabilities, of people in a situation of vulnerability, and in general for human rights. Respect and the dignity of people concerned and beneficiaries of the actions and communities are at the heart of the staff and collaborators of HI, in all contexts of intervention.

Our code of conduct is a key element to the implementation of the institutional policies that set out the fundamental principles in the protection of our beneficiaries - especially the most vulnerable - against any form of abuse be of power, harassment, sexual exploitation and abuse, by our own staff. These policies include, but are not limited to:

- Protection of Beneficiaries against Exploitation and Abuse Sexual
- Child Protection
- Fight against Fraud and Corruption.

All our representatives are expected to conduct themselves in a manner consistent with our code of conduct. Any violations of those policy will be treated seriously.

**N.B:** In respect of the law into force, persons with disabilities will be given a priority if they prove professional competences as equally as other candidates in tests and interviews.  
Female candidates are encouraged to apply.

Melanie GEISER  
Country Manager