

**Position:** Fleet and Workshop Administrator (Paid intern)

**Location:** Honeyguide, Arusha HQ

**Duration:** 3 months (Renewable once)

**Reporting to:** Program Services Manager

### **Job Purpose:**

The Fleet and Workshop Administrator is responsible for ensuring the efficient operation and maintenance of the organization's fleet and workshop. This includes monitoring vehicle movements, tracking costs, overseeing workshop activities, ensuring compliance with regulations, and managing fuel consumption and insurance. The role also involves procurement, job scheduling, and maintaining workshop organization and safety.

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### **Key Responsibilities:**

#### **1. Fleet Tracking & Monitoring**

- Oversee vehicle movements using GPS tracking systems and ensure adherence to route plans.
- Monitor vehicle speeds and driving behavior to ensure safety and compliance with company policies.
- Track mileage, usage trends, and maintenance schedules to optimize fleet performance.
- Generate reports on fleet usage, identifying areas for efficiency improvements.

#### **2. Fleet Administration & Compliance**

- Conduct fuel consumption analysis to track efficiency and identify irregularities.
- Ensure adherence to Standard Operating Procedures (SOPs) for fleet management, driver conduct, and vehicle usage.
- Maintain up-to-date vehicle insurance policies, and renewals.
- Ensure compliance with government regulations, including vehicle road safety, workshop Health & Safety (OSHA).
- Prepare and submit monthly and annual reports on fleet operational costs, including maintenance, fuel, insurance, and repairs.

#### **3. Workshop Management & Operations**

- Maintain an organized inventory of tools and equipment, ensuring proper usage and accountability.
- Oversee job management, including scheduling repairs and maintenance, budgeting, and cost monitoring and control.
- Manage procurement of spare parts, consumables, and hardware while ensuring adherence to organization policies.

- Ensure the cleanliness, organization, and safety of the workshop, implementing health and safety protocols.
- Coordinate with mechanics and technicians to prioritize and execute repair and maintenance tasks.
- Develop and implement preventative maintenance schedules to reduce downtime and extend vehicle lifespan.

#### **4. Workshop production and manufacturing.**

- Managing production and innovation processes, to track timelines and milestones.
- Monitoring and reporting on all project production and innovation expenses.

#### **5. Camping equipment management**

- Maintaining the quality of the camping equipment, and planning repairs and maintenance of all equipment to ensure the equipment is usable and is always of a standard.
- Maintain an inventory of camping equipment.
- Manage all issuing and receiving of camping equipment as per management requests and demands for the camping equipment, ensuring adherence to the organization's SOP for camping equipment.

#### **Key performance Indicators of the intern**

1. **Fleet Tracking & Monitoring:** Monthly vehicles report compiling all vehicle movements on a map (UTRACK), total distance travelled (UTRACK and logbooks), a summary of Max speeds per vehicle incl. Frequency of going over the prescribed limit, vehicle fuel consumption as well as vehicle maintenance conducted with costs.
2. **Fleet Administration & Compliance:** Developed SOPs for vehicle usage and care, vehicle inspections and maintenance procedures (with associated procedures flow chart and forms). Monthly report on compliance with these policies.
3. **Workshop Management & Operations:** Monthly workshop tools inventory conducted, and a report shared with management.
4. **Camping:** Monthly camping tools inventory conducted, and a report shared with management.

#### **Key Competencies, Qualifications and Skills:**

- A well-organized person with strong organizational and time-management skills (someone crazy about to-do lists and following SOPs and agreed procedures).
- Ability to analyze data and generate actionable insights for fleet optimization.
- Basic knowledge of fleet management systems and workshop operations.
- Familiarity with GPS tracking software and inventory management tools.
- Strong ethics to follow organization policies for dealing with suppliers and service providers.

- Excellent communication skills for coordinating with drivers, workshop staff, and management.
- Proactive approach to identifying and solving operational challenges as well as standardizing processes for future operations.

**What We Offer:**

- A paid internship with accommodation within walking distance from Honeyguide office.
- Hands-on training and experience in fleet and workshop management.
- Mentorship and training opportunities.
- A chance to contribute to the mission of Honeyguide in a meaningful way, including opportunities for professional development or potential career progression within the organization after the internship.