



**Innovative University of Enga, PO Box 387, Wabag, Enga Province,
Papua New Guinea**

JOB DESCRIPTION

Position Title: Fleet Manager

Department: Administration

Reports To: Vice President – Administration

Location: Wabag, Irelya Campus

Employment Type: Full-Time

Position Purpose

The Fleet Manager is responsible for planning, coordinating, supervising, and managing the University's fleet operations to ensure the safe, efficient, and cost effective use of all University vehicles and transport resources. The position ensures that vehicles are properly maintained, compliant with statutory requirements, and available to support academic, administrative, and operational activities.

Key Responsibilities

Fleet Management

- Plan, organize, and supervise the daily operation of the University's vehicle fleet.
- Develop and implement fleet management policies, procedures, and operational standards.
- Monitor vehicle allocation, scheduling, and utilization to maximize operational efficiency.
- Maintain an up-to-date register of all University vehicles and transport assets.
- Ensure all vehicles are roadworthy and available to meet operational requirements.

Vehicle Maintenance and Compliance

- Coordinate routine servicing, repairs, inspections, and preventive maintenance of university vehicles.
- Monitor vehicle registration, insurance, licensing, and statutory inspections to ensure compliance.
- Investigate vehicle breakdowns and coordinate emergency repairs when

required.

- Maintain accurate maintenance histories and service records for all fleet vehicles.

Budget and Asset Management

- Prepare and manage the annual fleet operating budget.
- Monitor fuel consumption, maintenance costs, and vehicle operating expenses.
- Recommend vehicle replacement, disposal, and procurement based on operational requirements.
- Ensure efficient utilization of fleet resources and cost control measures.

Staff Supervision

- Supervise drivers, mechanics, and other fleet personnel.
- Prepare staff work schedules and monitor attendance and performance.
- Conduct staff performance evaluations and identify training needs.
- Promote safe work practices and ensure compliance with occupational health and safety requirements.

Reporting and Administration

- Prepare fleet management reports for the Vice President – Administration.
- Maintain accurate records of vehicle usage, fuel consumption, accidents, maintenance, and repairs.
- Investigate vehicle incidents and prepare accident reports where necessary.
- Ensure fleet documentation is complete, accurate, and securely maintained.

General Duties

- Support University events requiring transportation services.
- Coordinate transport arrangements for official University activities.
- Assist in emergency response and transport logistics when required.
- Perform other duties as assigned by the Vice President – Administration.

Qualifications and Experience

- Bachelor's Degree or Diploma in Transport Management, Logistics, Mechanical Engineering, Business Management, or a related field.
- Minimum of five (5) years' experience in fleet or transport management.
- At least three (3) years in a supervisory or management role is desirable.
- Valid Papua New Guinea Class 6 Driver's Licence is an advantage.

Knowledge and Skills

- Sound knowledge of fleet and transport management principles.
- Strong understanding of vehicle maintenance and mechanical operations.
- Knowledge of Papua New Guinea road transport legislation and safety regulations.
- Excellent leadership and supervisory skills.
- Strong planning, budgeting, and organizational abilities.
- Proficiency in Microsoft Office applications.
- Excellent written and verbal communication skills.
- Ability to prepare reports and analyse operational data.
- Strong problem-solving and decision-making skills.

Key Competencies

- Leadership and Team Management
- Planning and Organizing
- Communication Skills
- Budget and Resource Management
- Decision Making
- Problem Solving
- Accountability
- Customer Service Orientation
- Occupational Health and Safety Awareness
- Integrity and Professionalism

Performance Indicators

- Availability and operational readiness of university vehicles.
- Timely completion of vehicle servicing and maintenance.
- Compliance with vehicle registration, insurance, and safety requirements.
- Reduction in fleet operating and maintenance costs.
- Accuracy of fleet records and reports.
- Effective supervision and performance of fleet staff.
- Customer satisfaction with transport services.
- Compliance with University policies and transport regulations.

Interested Applicants are encouraged to submit the following documents:

- ✓ **Current Curriculum Vitae (CV)**
- ✓ **Certified Academic Qualifications and Transcripts**

Please send all application materials via email to: recruitment@iue.ac.pg

Address to:

Ms. Kessie Makeu (Recruitment Chair)

Innovative University of Enga

PO Box 387

Wabag, Enga Province, Papua New Guinea

Note: Only shortlisted candidates will be contacted for an interview