



## VACANCY ANNOUNCEMENT

(Ref. No. NRS/645/042025)

### SENIOR SUPPORT OFFICER I (FLEET TRANSPORT COORDINATOR)

The International Centre of Insect Physiology and Ecology (icipe) is a pan-African Centre of excellence in research for development and capacity building in insect science and its applications. The Centre's mission is to help alleviate poverty, ensure food and nutritional security, and improve the overall health status of people of the tropics. *icipe* achieves this goal by developing and extending management tools and strategies for harmful and useful arthropods while preserving the natural resource base. Since its establishment in 1970, *icipe* has become a significant contributor to science and innovation required to meet the health and food security challenges of sub-Saharan Africa. The Centre has achieved this status by developing alternative and environmentally friendly pest and vector management technologies and products that are effective, selective, non-polluting, non-resistance inducing, and affordable to resource-limited rural and urban communities. *icipe* is headquartered in Nairobi, Kenya, and has operations in more than 40 African countries as well as thriving partnerships with universities and research organizations across the world. Employing over 500 international and national staff, *icipe* also has approximately 150 graduate students who contribute annually to the Centre's research portfolio. For additional information, visit: [www.icipe.org](http://www.icipe.org)

Please also download *icipe*'s Vision and Strategy 2021–2025:  
<http://www.icipe.org/publications/corporate-publications/vision-and-strategy>.

*icipe* seeks to recruit a **Senior Support Officer I (Fleet Transport Coordinator)** in the **Facilities and Assets unit**. This is a two-year contract, renewable subject to continued position needs, funding for the position, and performance of the staff member. This is a nationally recruited position. A competitive compensation package will be offered to the right candidate. Only shortlisted candidates will be contacted.

#### Overall Purpose of the Job

Oversee the Centre's fleet operations to a desired level of quality and reliability, to support the required tasks and activities.

#### Specific Duties

- Oversee proper use of fuel rations, and maintain, log, and account for fuel and oil storage tanks.
- Plan, organise and manage the work of subordinate staff, to ensure that the work is accomplished in a manner consistent with organisational requirements.
- Respond to ad hoc requests, emergency breakdowns, and accidents.
- Handle the allocation of costs to various users of the Unit.
- Coordinate and execute registration/disposal of the Centre's vehicle through the Ministry of Foreign Affairs and NTSA.
- Obtain and maintain vehicle licensing, registrations and insurances.

- Direct activities related to dispatching, routing, and tracking of vehicles.
- Obtain and maintain annual inspections by regulatory authorities.
- Maintain daily inspections, work orders, and vehicle parts availability and costing.
- Oversee schedule of fleet maintenance and repairs and be responsible for operations and ground safety.
- Oversee and qualify internal staff assessment tests prior to authorizing use of institutional vehicles.
- Recommend training needs for the subordinate staff to ensure capacity building and compliance to the latest technologies.
- Develop, maintain and ensure adherence to Occupational Health and Safety regulations.

### Requirements/Qualifications

- BSc in Mechanical/Automotive Engineering.
- Complete and up-to-date knowledge of National and Transport Safety Authority regulations and requirements for registration and disposal by the government for diplomatic vehicle registration.
- Basic knowledge of procurement.
- Familiarity with newer vehicle technology.
- Effective communication and organizational skills.
- Record-keeping skills.
- Planning, organising, and managing the work of subordinate staff.
- Skills on vehicle service and repair – electrical or mechanical.
- Excellent interpersonal and problem-solving skills, decision-making, good judgment, patience, conflict management skills, diplomacy, willingness to listen and show respect for other colleagues at work as a member of a wide team in a multifaceted and multicultural organisation.
- Minimum 5 years' experience in a busy transport environment.

### Reporting

This position reports to the Facilities and Assets Manager.

### How to Apply

**Applications will be accepted up to 14<sup>th</sup> May 2025.** Interested applicants should submit: (a) a confidential coverletter; (b) a detailed CV with names and addresses of 3 referees, including e-mail addresses; and (c) a statement illustrating suitability against the listed qualifications/competencies/abilities, and skills.

Candidates are required to apply online through: <http://recruit.icipe.org> or by Email: [recruitment@icipe.org](mailto:recruitment@icipe.org) (Kindly quote the Ref. No. and the position title on the email subject).

*(In your application, please include your current and expected basic salary per month. This is a mandatory requirement.)*

*icipe is an equal-opportunity employer. It fosters a multicultural work environment that values gender equity, teamwork, and respect for diversity.*