

It is to inform you that Mission Director, NHM UP has accorded approval regarding the recruitment on the vacant position of Fleet Manager.

The following is the job description, ToR and honoraria for the aforesaid position is given below:

- Mechanical Engineering & knowledge of Vehicle design.
- End-to-end management of Ambulance, knowledge of fabrication-designing technical specifications.
- Maintaining vehicles for deliveries and responsible for uptime of the ambulances.
- Assisting in the recruitment of quality drivers into the fleet and develop efficient driver schedules.
- Maintaining detailed records of vehicle servicing and inspection and develop strategies for greater fuel efficiency.
- Utilizing GPS systems to monitor drivers and track vehicles in case of theft.
- Responsible for Statutory compliances of vehicle documents.
- Knowledge of Statutory Compliances for Fleet Operations and Management and ensuring adherence.
- Vendor Relationship Management.
- EMT & Pilot Management, Call center Management.
- Design and development of Standard Operating Procedures (SOPs) and processes for Fleet Management System and definition of preventive or corrective measures to avoid process deviation.
- Identify and define critical metrics.
- Identification and implementation of best practices for Fleet Management.
- Establishing support systems for ensuring maximum uptime of ambulances viz., arrangements with fuel suppliers, garages/service centers, insurance agencies, transport authorities etc.
- Liaison with OEMs for technical support
- Coordination with Training and Development activities of HR
- Liaising with authorities regarding Fleet related issues.
- Implementation of review mechanisms and follow up measures.
- Implementation of Cost saving methods in fuel conservation and Repairs maintenance cost.
- Budget planning for Respective state fleet.

Qualification and Experience:

Essential Qualification:

BE/B. Tech in Mechanical from a recognized Institute/University.

Essential Experience:

Should have post qualification experience of at least 7 years in relevant field.

Desirable Qualification:

MBA/PGDBM from a recognized Institute/University.

Preference will be given to those who have experience in management of ambulances.

Should have basic knowledge of Computer and MS Office.

Age: Below 45 years.

Honoraria: Rs.52,500 per month

*Thanks and Regards
Team HR, SPMU
NHM, UP*