



JOB TITLE: Transport Officer

Job ID: 2025-6743

Location: TZ-Dar es Salaam

Category: Global

Employment Status: Full-Time

Overview

Position Overview

Under the guidance of the Transport Manager, the Transport Officer is responsible for coordination and allocation of vehicles as requested and required by Jhpiego staff. The Transport Officer supervises Jhpiego drivers/lead drivers, oversees vehicle and motorcycle operations and maintenance, fuel purchase and use and assists to operations by ensuring safe and reliable transportation and support services to Jhpiego projects. The Transport Officer will ensure all the vehicles are well maintained and roadworthy (insurance, registration, road safety) for smooth office and program operations. The Transport Officer will be proactive to work closely with the Transport Manager alongside the Country Finance and Admin Director to improve transport services as required.

Reports to: Manager - Transport

Position supervised: Lead Project Driver/Project Drivers

Location: Dar es Salaam

This position will be closed on January 19, 2025

Responsibilities

Essential Duties and Responsibilities

- Coordinate and communicate the use of daily vehicles as requested by Jhpiego staff in Tanzania office.
- Work closely with Program Assistants/regional leads to ensure proactive vehicle requests for planned activities are provided timely.
- Provide updates to Transport Manager on the fleet's vehicle status relating to routine service/repair and maintenance.
- Oversees adherence of Jhpiego staff, drivers, and lead drivers to the Fuel Use SOP including overseeing Jhpiego fuel cards, including for rental card fuel status and credit fuel facilities, and provides timely (weekly) updates to the SMT on fuel reconciliation status via the fuel card dashboard.
- Communicates with drivers and provides weekly vehicle updates to the Transport Manager for routine service/repair and maintenance and is responsible that all drivers submit monthly Vehicle Maintenance Forms timely.
- Responsible for efficient operation of fleet management system in all Jhpiego Vehicles
- Supervise and provide technical capacity to drivers/lead drivers to adhere to the Vehicle Use SOP including vehicle inspection/handover, vehicle use, fuel card reconciliation and vehicle supervision during maintenance, maintenance of vehicle road worthiness (including valid insurance). Reports any ongoing performance issues of drivers/lead drivers to Transport Manager.
- Support the Transport Manager, responsible for raising timely requisitions required for transport unit procurements including but not limited to: vehicle insurance, regular maintenance, vehicle tools, emergency repairs, fuel replenishments etc.
- Orient new Jhpiego drivers to their role and responsibilities, train them on relevant guidelines and SOPS, supports development of probationary objectives and assesses their performance and makes recommendation for confirmation.
- Prepare fuel payment summary for Total and Credit Fuel Facilities and shares with Total Tanzania Management/Credit Fuel Facilities for fuel account QBE replenishment. Updates the invoice payment tracker/fuel dashboard data timely to improve fuel card replenishment efficiencies.
- Share (via email) completion of replenishment to the fuel card holders/credit fuel facilities after fuel account is replenished.
- Ensure every Driver/Lead Driver is assigned with fuel card and to keep the fuel data base updated all the time. Cancels and reconciles fuel cards as required when vehicles are disposed/drivers resign of project close. Responsible for reconciliation of all fuel card reconciliation before project closure.
- Mentor and support lead drivers in their role of fuel reconciliation review and is ultimately responsible for timely review and approval of fuel reconciliation documents. Provides final

technical review and approval before routing the fuel reconciliations through DocuVantage for approval.

- Conducts timely (within 3 days of submission) review of vehicle maintenance request from drivers, updates the maintenance tracker and make thorough review before routing requisitions for approval
- In collaboration with Transport Manager, regularly follow up of service/repair status for vehicles in garages, immediately report to Finance & Admin Director in case of delay.
- Provide mentorship to lead drivers with regards to oversight and maintenance of vehicles, drivers and fuel cards under their oversight.
- Conducts regular (quarterly) vehicle checks to ensure vehicle accessories are well maintained
- Conducts vendor checks and rental vehicles safety checks when engaged by projects for short term use (e.g. rental vehicles)
- Responsible for any vehicle handover assessment and documentation when vehicles are being accepted by, disposed from or transferred between drivers as per the Vehicle and Motorcycle Use SOP.
- In collaboration with Transport Manager and lead drivers, organizes quarterly refresher trainings for all drivers, which can include defensive driving, fuel reconciliation process and vehicle use documentation. Conduct refresher trainings with the whole organization on Vehicle Use and Fuel Use SOPs
- Supports the Transport Manager in receiving all vehicle accident, emergency maintenance request, late parking requests, cash for fuel used, and incident reports, advising the drivers accordingly and escalate to the Sr Operations Manager/Country Finance and Administration Director as appropriate for actions/approvals
- Supports project staff in developing route plans to guide fuel use for budget purposes.
- Supports the Transport Manager to ensure vehicle /driver roadworthiness as required by Tanzania law, including but not limited to, registration, valid insurance, valid driver's licenses, road safety stickers and any other vehicle related requirements under the laws of URT
- Report any misuse of organization vehicles and/or any violation of organization vehicle policies and procedures to Transport Manager.
- Drive project vehicles on the absence drivers for supporting of project activities whenever required.
- In collaboration with Transport Manager and lead drivers, coordinate drivers' monthly meeting.
- Coordinate lead drivers' weekly meetings.
- Follow up with drivers to ensure every vehicle has necessary tools as per the vehicle use SOP
- Provide approval and coordinates taxi/bolt use for Jhpiego staff as necessary
- Support to review Bolt ride invoice for Dar es Salaam Office.
- In collaboration with the Transport Manager, review Fleet Management report generated from car track device installed in Jhpiego vehicles and share any violations detected (over speeding, excessive idling, hash braking) with Transport Manager/Country Finance and Admin Director

- In collaboration with the Transport Manager, sends out regular reminders to Drivers/Jhpiego staff to complete driver/passenger surveys. Compiles and analyses results and regular reports results to the Transport Manager.
- Work closely with the Transport Manager and Country Finance and Admin Director to review and regularly update transport SOPs, tools and guidance.
- Reviews drivers/lead drivers travel expense reports
- Assume other responsibilities and assigned

Required Qualifications

Qualifications and Requirements:

- Bachelor's degree or Advanced Diploma in Automobile engineering/Mechanical engineering [additional qualification on transport management preferable]
- Minimum of 5 to 6 years' experience in the field of fleet management at supervisory level
- Have a valid driving license of more than four years; the driving license should have the following classes; A, D, and E.
- Knowledge of applicable local laws, regulations, rules, policies and procedures, related to Transportation and Fleet Management
- Knowledge of occupational hazards and safety precautions.
- Knowledge of supervisory methods and techniques
- Skills in supervising, evaluating, training and motivating others
- Skills in scheduling and prioritizing manpower and projects
- Proved experience in resolving day-to-day problems related to transportation and Fleet management
- Ability to communicate effectively in English both orally and in writing
- Ability to establish and maintain effective working relationships with internal and external customers those contacted during the course of work
- Must be flexible i.e. willing to work in evenings, weekends and public holiday (when needed)
- Planning and negotiation skills required
- Good level of computer literacy, conversant with all Microsoft products; preferably experience with fleet management software systems

Jhpiego offers competitive salaries and a comprehensive employee benefits package.

Please apply at www.jhpiego.org/careers

Applicants must submit a single document for upload to include cover letter, resume, and references.

For further information about Jhpiego, visit our website at www.jhpiego.org

Note: *The successful candidate selected for this position will be subject to a pre-employment background investigation.*

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- Recruiters will never ask for a fee during any stage of the recruitment process.
- All active jobs are advertised directly on our careers page.
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Please report any suspicious communications to Info@jhpiego.org

