

# JOB VACANCY

## TRANSPORT & LOGISTICS SUPERVISOR x 1



### JOB PURPOSE

Responsible for planning, organizing and coordinating all logistics management activities required for ensuring timely and efficient provision of transport and distribution of products.

### THE JOB

The incumbent will be responsible for, amongst others, the following Core Accountabilities and Responsibilities:

1. Liaises with Business assurance and quality control section on the development of cost-effective routes and schedules.
2. Makes recommendations on transport and distribution policies.
3. Monitors distribution and transport costs and negotiates with sub-contractors and maintenance service providers.
4. Checks rosters to ensure compliance with criteria and optimal distribution of workload and vehicle allocations.
5. Checks drivers' logbooks and serviceability as well as licensing of all vehicles and plant.
6. Inspects vehicles on daily basis.
7. Prepares payments for fuel and garage invoices.
8. Coordinates logistics supply chain operations.
9. Communicates with suppliers and customers to achieve profitable deals and mutual satisfaction.
10. Utilize logistics IT to optimize transport procedures.
11. Performs such other related activities directed by supervisor.

### POSITION REQUIREMENTS

#### Qualifications:

Bachelors' Degree: Logistics Management or equivalent.

#### Experience:

At least three (3) years' post qualification experience in a transport and logistics environment.

#### Competencies:

- Interpersonal Skills.
- Organizing and coordination skills.
- Strategic Orientation.

#### Key Performance Areas

1. Up-to-date analysis and activity reports.
2. Cost control and adherence to budgetary provisions.
3. Achievement of set operational targets.

If you believe you are suitable for the role, please send your application letter, CV, Certified copies of Omang, certified copies of certificates and contact details of referees to the following address. Successful candidates will be placed across different NARDI workstations country wide.

Email address: [recruitment@testrite.co.bw](mailto:recruitment@testrite.co.bw)  
SUBJECT: INDICATE THE JOB TITLE OF THE POSITION YOU ARE APPLYING FOR.  
Applications Closing Date: 31st MAY 2024

ONLY SHORTLISTED CANDIDATES WILL BE RESPONDED TO

