

### Introduction:

The Kilombero Valley Teak Company (KVTC) ([www.kvtc.co.tz](http://www.kvtc.co.tz)) in Tanzania is Africa's largest privately owned teak forest and timber business. KVTC is looking for a suitable Pool Vehicle Driver (PVD) to drive the company's light vehicles.

**Position:** Pool Vehicle Driver (1)

### Reporting Responsibilities

Operations Manager (OM) KVTC

**Type Of Contract** – Permanent (Subject to successful completion of 6 months' probation).

### Objective

To provide secure and timely driving services to transport passengers and/or goods. Deliver payment transfers to the bank and/or the suppliers, assist with postage and with pick up of purchases, and any other tasks required by Head of Section or his/her substitutes.

### Functions and duties:

- ✓ Transport of persons, goods and / or documents.
- ✓ Provide transportation for KVTC Management, other employees of KVTC and visitors.
- ✓ Distribute mail as needed, both incoming and outgoing
- ✓ Facilitate airport pickups for visitors and transportation during official visits.
- ✓ Take leased vehicles for service to Morogoro or Dares Salaam.
- ✓ Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition.
- ✓ Carry out daily vehicle checks and see to it that vehicles are prepared for trips.
- ✓ Ensure sound running of the vehicles assigned and arrange minor repairs where necessary.
- ✓ Check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside
- ✓ Keep track of timely car insurance renewals
- ✓ Update monthly mileage records - Maintain logbook of pool service vehicle daily.

### Requirements:

- ✓ Proven experience as a Driver for at least **10 years**.
- ✓ A valid driver's license.
- ✓ A clean driving record.
- ✓ Knowledge of rural roads and Dar Es Salaam.
- ✓ Availability to occasionally work weekends and long hours.
- ✓ A polite and professional disposition
- ✓ Ability to remain calm in stressful driving situations (e.g. at rush hour)
- ✓ Minimum education level is **form four** or **high school** diploma
- ✓ Fluent in both **English** and **Swahili**.

- ✓ Must be a Tanzanian citizen.
- ✓ Will be required to live in Mavimba village, Ulanga district.

**Location:**

Mavimba, Morogoro Region in Tanzania. (Approx 35kms south of Ifakara.)

Applicants should email their CV, copies of certificates and application letter not later than **24<sup>th</sup> of May 2024** to [hr@kvtc-tz.com](mailto:hr@kvtc-tz.com).

Only shortlisted applicants will be contacted.

Female applicants are encouraged to apply.