

## A. Background Information

<b>Job Title:</b>	<b>Job Grade:</b>
Transport & Logistic Manager	Management
<b>Department:</b>	<b>Duty Station:</b>
HR & Corporate Services	Head Office/Ruvuma-Mbinga
<b>Reports to:</b>	
Managing Director	
<b>Direct Reports:</b>	<b>Indirect Reports:</b>
<ul style="list-style-type: none"><li>Managing Director</li></ul>	<ul style="list-style-type: none"><li>Driver</li><li>HR Manager</li><li>Finance Manager</li></ul>

### Purpose of the job

The Transport & Logistics Manager is responsible for overseeing the entire logistics and transportation operations within the Jitegemee Transport & logistic. This role includes planning and coordinating the efficient movement of goods, managing transportation staff, and ensuring that all logistics processes adhere to company policies and industry regulations.

## B. Responsibilities

### TRANSPORT & LOGISTIC MANAGEMENT

#### Strategic Responsibilities:

- Logistics Strategy Development:** Formulate and implement logistics strategies aligned with organizational goals.
- Optimization Initiatives:** Identify and execute opportunities to improve efficiency, reduce costs, and enhance service quality.
- Vendor Management:** Develop and maintain relationships with suppliers, carriers, and other partners to ensure optimal performance.
- Market Analysis:** Assess market trends and competitive landscape to inform strategic decisions. He/she will be running our own fleet of vehicles to various destinations in country and abroad, competitively and in a profitable manner

#### Administrative Responsibilities:

- Budget Management:** Develop and manage the logistics and transport budget, ensuring cost control and resource allocation.
- Documentation:** Oversee accurate and timely documentation related to transportation, inventory, and other logistics activities.
- Reporting:** Prepare regular reports on logistics performance, including cost analysis, delivery times, and inventory levels.
- Data Management:** Maintain and manage records and data related to logistics operations and performance.

### Management Responsibilities:

- **Team Leadership:** Supervise, mentor, and evaluate the logistics & Transport team, ensuring high performance and development.
- **Operational Oversight:** Manage day-to-day logistics operations, including transportation, warehousing, and distribution activities.
- **Process Improvement:** Continuously review and enhance processes to improve efficiency and effectiveness.
- **Resource Allocation:** Ensure adequate resources are allocated to meet operational needs and handle peak periods.

### Compliance Responsibilities:

- **Regulatory Compliance:** Ensure all logistics operations comply with local, national, and international regulations and standards.
- **Safety Standards:** Implement and monitor safety protocols to protect personnel, equipment, and goods.
- **Quality Control:** Ensure adherence to quality standards and address any issues related to product handling and transportation.
- **Audit Preparation:** Prepare for and participate in audits related to logistics and transportation practices.

### Performance Responsibilities:

- **Efficiency Metrics:**
  - **Optimize Operations:** Continuously assess and refine transportation and logistics processes to enhance efficiency and reduce operational costs.
  - **Track Key Performance Indicators (KPIs):** Monitor KPIs such as on-time delivery rates, order accuracy, and transportation costs, and take corrective actions as needed.
- **Cost Management:**
  - **Budget Adherence:** Manage and adhere to the logistics and transportation budget, ensuring cost-effectiveness and minimizing expenditures.
  - **Cost Reduction Initiatives:** Identify and implement strategies to reduce logistics and transportation costs without compromising service quality.
- **Service Quality:**
  - **Customer Satisfaction:** Ensure high levels of customer satisfaction by meeting delivery timelines, providing accurate information, and resolving issues promptly.
  - **Service Improvement:** Regularly evaluate service levels and work to enhance the quality of logistics and transportation services.
- **Operational Excellence:**
  - **Process Optimization:** Develop and implement best practices for logistics and transportation processes to ensure smooth and efficient operations.
  - **Resource Utilization:** Ensure optimal use of resources, including vehicles, personnel, and technology, to support operational goals.
- **Compliance and Risk Management:**
  - **Regulatory Compliance:** Maintain compliance with all relevant regulations and standards related to transportation and logistics.
  - **Risk Mitigation:** Identify potential risks in the supply chain and develop strategies to mitigate them, including contingency planning and crisis management.

- **Team Performance:**
  - **Staff Development:** Foster a productive and motivated team by providing training, setting clear objectives, and conducting regular performance evaluations.
  - **Leadership:** Lead by example and maintain high morale within the team to ensure effective and efficient performance.
- **Vendor and Partner Management:**
  - **Supplier Relations:** Manage relationships with vendors, carriers, and other partners to ensure reliable and cost-effective services.
  - **Performance Evaluation:** Regularly assess the performance of external partners and address any issues that arise.
- **Innovation and Technology:**
  - **Adopt New Technologies:** Stay abreast of technological advancements and integrate new tools and systems to improve logistics and transportation operations.
  - **Continuous Improvement:** Promote a culture of innovation by encouraging new ideas and approaches to enhance operational performance.

## C. Qualification, Knowledge and Skills

### 1. Academic Qualifications:

- **Diploma:** A Diploma in logistics, supply chain management, transportation, business administration, or a related field is often required.

#### Local Requirements:

1. **Understanding of Tanzanian Regulations:** Knowledge of local laws and regulations related to transportation and logistics, including customs regulations, import/export procedures, and safety standards.
2. **Local Market Knowledge:** Awareness of the Tanzanian market dynamics, infrastructure challenges, and regional logistics considerations.
3. **Language Skills:** Proficiency in Swahili and English, as both are commonly used in business contexts in Tanzania.

#### Additional Qualifications:

1. **Continuing Education:** Engagement in ongoing professional development through workshops, seminars, and courses relevant to logistics and transport.
2. **Professional Associations:** Membership in local or regional logistics and transport associations can provide networking opportunities and industry insights.
3. **Cultural Competency:** Understanding of the local business culture and practices to effectively manage teams and operations in Tanzania

#### Professional Experience:

##### Data Management:

- **Reporting and Analysis:** Generating reports on logistics performance metrics, such as delivery times, costs, and inventory levels.

- **Record Keeping:** Maintaining accurate records of shipments, inventory, and logistics activities.

## 2. Professional Qualifications:

### Logistics Operations:

- **Experience in Logistics Management:** Handling daily logistics operations including inventory management, warehousing, and transportation.
- **Supply Chain Coordination:** Coordinating with suppliers, vendors, and other stakeholders to ensure efficient supply chain operations.

### Transportation Management:

- **Fleet Management:** Experience in managing a fleet of vehicles, including scheduling, maintenance, and route optimization.
- **Carrier Negotiations:** Engaging with transportation carriers to negotiate rates and terms, and ensure timely deliveries.

### Warehouse Management:

- **Warehouse Operations:** Overseeing warehousing activities, including storage, order fulfilment, and inventory control.
- **Safety and Compliance:** Ensuring warehouse operations comply with safety regulations and industry standards.

### Customer Service:

- **Customer Interaction:** Experience in handling customer inquiries and issues related to logistics and transportation.
- **Service Quality:** Ensuring high levels of service quality and timely delivery of goods.

## 3. Work Experience:

- Proven experience in logistics and transportation management.

### Mid-Level:

- **Operational Roles:** Several years of experience in logistics or transport roles, demonstrating increasing responsibility and leadership.

### Senior-Level:

- **Team Management:** Experience managing a team of logistics or transport professionals, overseeing complex logistics operations, and strategic planning.

## 4. Skills and Competencies:

### 1. Technical Skills:

- **Logistics Software:** Proficiency with logistics and supply chain management software (e.g., ERP systems, TMS, WMS).
- **Data Analysis:** Ability to analyse logistics performance metrics and make data-driven decisions.

<p><b>2. Management Skills:</b></p> <ul style="list-style-type: none"> <li>○ Leadership: <b>Experience in leading and managing logistics teams.</b></li> <li>○ Project Management: <b>Skills in managing logistics projects, including budgeting, scheduling, and resource allocation.</b></li> </ul> <p><b>3. Regulatory Knowledge:</b>  <b>Compliance:</b> Understanding of local, national, and international regulations related to transportation and logistics.</p> <p><b>4. Communication Skills:</b>  <b>Coordination:</b> Effective communication with vendors, customers, and team members.</p> <p><b>5. Problem-Solving Skills:</b>  <b>Issue Resolution:</b> Ability to identify and resolve logistics-related issues efficiently.</p>
<b>5. Behavioural Competencies:</b>
<ul style="list-style-type: none"> <li>○ Strong analytical and problem-solving skills.</li> <li>○ Excellent problem-solving and decision-making abilities.</li> <li>○ Emotional Intelligence</li> <li>○ Ability to work collaboratively with all levels of the organisation</li> <li>○ Excellent communication and interpersonal skills.</li> <li>○ Strong analytical and problem-solving skills.</li> <li>○ Excellent communication and leadership abilities</li> </ul>

### Approval

	Jobholder	Supervisor
<b>Name</b>		
<b>Position</b>		
<b>Signature</b>		
<b>Date</b>		