

POSITION DETAILS

Job Title	Assistant Fleet Officer
Company	Pivotech Company Limited
Department	Fleet
Category	Operational
Vacancies	1
Salary	Competitive package (negotiable)
Posted on	18/07/2022
Last date	21/07/2022

ABOUT US

PIVOTECH is an engineering services company, specializing in O&M services in Electrical, Mechanical, and ICT-related disciplines. PIVOTECH also executes Civil Works and Building contracts both for Governments & non-government institutions. The company has been in existence since 2007 and currently employs 275 permanent staff. The company is ISO compliant in ISO 9001:2015, ISO 14001:2007 and OHSAS 18001:2015 standards.

CORE JOB DESCRIPTION

Assistant Fleet Officer is responsible for assisting in analysing, planning and directing the activities and operations of the Fleet Management. The Fleet officer assistant must assist to oversee the maintenance, preventative maintenance program and ensure compliance with the organization policies and regulations.

KEY TASKS

- Assist in ensuring health and safety, quality and environmental policies are well understood by the drivers
- Assist in monitoring the driving behaviour and vehicle usage via the installed car tracking system
- Assist to prepare monthly fleet report showing all the expenses incurred by the fleet and submit to the fleet officer

- Provide comprehensive fleet fuel data on or before 5th of every following month
- Assist to ensure monthly reconciliations of expenditures

EDUCATION

- A minimum of diploma in automobile engineering, mechanical engineering, logistic management.

EXPERIENCE

At least one (2) years of related experience.

SKILLS & ABILITIES

- Problem-solving skills
- Good communication skills
- Ability to learn quickly
- Ability to work under pressure
- Valid Driver's license (**MUST**)
- Proficient in Microsoft Office (Word, Excel, PowerPoint etc.) and report writing
- Familiar in use of the trucking system to monitor fleet movement and behavior driving of the vehicles
- Ability in planning and monitoring maintenance and repair of all vehicle types
- Ability to maintain the quality status of the fleet to meet statutory and customer requirement
- Ability to deliver quality service to client meet the set standards

How to Apply:

1. Subject of your e mail must read "*Application for Assistant Fleet Officer*";
2. Attach your CV and copies of your certificates to recruitment@pivotechgroup.co.tz

Deadline:



PIVOTECH COMPANY LIMITED
17 Bunge Street, Mbezi Beach B,
P.O. Box 60225,
Dar es Salaam,
Tanzania.
Tel: +255 (0) 22 261 7822
Email: info@pivotechgroup.co.tz
<https://www.pivotechgroup.co.tz>

Thursday, 21st July 2022 at 11:59pm. All applications received after the deadline will not be considered. If you do not hear from us after 14 days since you sent your application means your application was not successful.

POSITION DETAILS

Job Title	IVMS(Integrated Vehicle Management System) Data Analyst
Company	Pivotech Company Limited
Department	Fleet
Category	Operational
Vacancies	1
Salary	Competitive package (negotiable)
Posted on	18/07/2022
Last date	21/07/2022

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CORE JOB DESCRIPTION

Fleet IVMS analyst is Responsible for Real time monitoring the driving behaviour for company drivers on all parameters. He/she will be overseeing the driving behaviour and act on time to stop a continuing driving violation to avoid the possibility of accident or property damage and advise the best practice of driving

KEY TASKS

- Real time tracking of the driving behaviour and intervene for any violation alert at real time
- Daily tracking the fleet availability and share report to fleet office before 10:00hrs
- Daily tracking after hours driving (before 06:30 AM & after 18: 30PM) of the company fleet and share report with reasons

- Tracking the weekly submission of the vehicle inspection report from all the drivers and compiling the report in the tracker
- Updating the closure status of the inspection findings as per closure plan by inquiring report from the driver
- Receiving the night driving request from the teams and granting by seeking advice from either fleet, SHEQ or P&E responsible person.
- Preparing monthly company vehicle downtime report sharing report to the fleet officer
- Weekly and monthly driver intervention report preparing
- Ensure Monthly department expenditures are reconciled

EDUCATION

- A minimum of diploma in automobile engineering, logistic management.

EXPERIENCE

At least one (2) years of related experience.

SKILLS & ABILITIES

- Problem-solving skills
- Good communication skills
- Ability to learn quickly
- Ability to work under pressure
- Valid Driver's license (**MUST**)
- Proficient in Microsoft Office (Word, Excel, PowerPoint etc.) and report writing
- Familiar in use of the trucking system to monitor fleet movement and behavior driving of the vehicles
- Ability to deliver quality service to client meet the set standards

How to Apply:

1. Subject of your e mail must read "*Application for IVMS Data Analyst*";
2. Attach your CV and copies of your certificates to recruitment@pivottechgroup.co.tz



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