



Job Description

Introduction:

The Kilombero Valley Teak Company (KVTC) (www.kvtc-tz.com) in Tanzania is Africa's largest privately owned teak forest and timber business. KVTC is looking for a suitable Pool Vehicle Driver (PVD) to mainly provide driving services for the head office logistics.

Position: Pool Vehicle Driver (1)

Reporting Responsibilities: Vehicle Workshop Manager (VWM), KVTC

Type Of Contract - Permanent

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 office purchases, including flight tickets and any other tasks required by Head of Section or his/her substitutes

Functions and duties:

- Transport of persons, goods and / or documents (Function type: Logistic Support)
- Provide transportation for Management, other employees and visitors.
- Deliver payment transfers to the bank and/or the suppliers, conduct cash purchases for office expenditure - Distribute mail as needed, both incoming and outgoing

- Deliver correspondence to government authorities and assist in processing various permits
- Facilitate airport pickups for visitors and transportation during official visits
- Service vehicle maintenance management
- Schedule annual vehicle examination for service vehicles with the Transportation Department and apply for the renewal for the vehicle license
- Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition
- 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 each service vehicle on daily basis

Requirements:

- Proven experience as a Driver for at least 5 years in the field
- A valid driver's license (Class "C" to be an added advantage)
- MUST Relocate at the nearest Village (Mavimba, Milola, Minepa etc) or is available on short notice at the Mavimba site. No company transport to and from Ifakara.
- A clean driving records
- PSV to be an added advantage
- Must have certificate of where s/he got driving training (NIT - an added advantage)
- Knowledge of area roads and neighborhoods
- Availability to occasionally take weekend and night shifts
- A polite and professional disposition
- Ability to remain calm in stressful driving situations (e.g., at rush hour)
- A form four or high school diploma
- Fluent in both English and Swahili
- Female are encouraged to apply

Location:

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

Applicants should email their CV, copies of certificates and application letter by the **22nd of August 2022** to **hr@kvtc-tz.com**

NB: Only Tanzanian Applicants