



1. JOB TITLE: **Driver Trainer & Fleet Administrator**

Details

Closing Date	2022/11/18
Reference Number	CCB221104-2
Job Title	Driver Trainer & Fleet Administrator
Job Category	Logistics
Company	Coca-Cola Kwanza (Tanzania)
Job Type	Permanent
Location - Country	Tanzania
Location - Province	Not Applicable
Location - Town / City	Dar es Salaam

Job Description	Coca-Cola Kwanza Ltd has an exciting opportunity in Logistics Department. We are looking for a talented individual with relevant skills and experience in Fleet for a Driver Trainer & Fleet Administrator position to be based in Dar es Salaam. The successful candidate will report to the respective Fleet & CDE Manager.
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Driver Training Programme Development

Key Duties & Responsibilities	<ul style="list-style-type: none">• Execute pre-approved driver training programs• Support all driver-training programs from group for the calendar year.• Tailor-make driver programs to suite the specific needs in the lifecycle of a driver.
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- Draft the annual training plan with consultation with the relevant stakeholders.
- Work with Fleet & CDE Manager, Learning & Development Manager and Procurement Specialist to source and review training suppliers.
- Ensure all licensed drivers are taken through annual sustainability programs.
- Establish effective training programs that close behavioral and technical performance gaps.

Driver Capability Development

- Ensure training model 70:20:10 is enforced for the drivers.
- Ensure training documentation and records are up to date
- Training reports are prepared and submitted timeously and in the specified format.
- Evaluate quality of Learning and Transfer of Soft and Technical skills at workplace by conducting level 3 assessments
- Ensure compliance with transport regulations, OSHA and NOSA requirements during training and assessment sessions.

Driver assessment and authorization

- Conducting assessment for new company drivers.
- Conducting assessment for existing drivers.
- Generating Reports on driver assessments.
- Authorization recommendation for new drivers.
- Practical assessment for drivers
- Theoretical assessment for drivers.

Fleet Incident support

- Support on RCA for Fleet incidents.
- Support accident investigation with facts.
- Create awareness by ensuring identified safety hazards are communicated to respective drivers.
- Support in the close out of gaps identified on drivers & relate to incidents.

Champion Fleet Safety

- Ensure effective safety awareness talks/incident recalls/Toolbox Talks
- Ensure identified fleet safety hazards are managed to closure (including people behaviors).
- Attend and report into SHE Meetings.
- Facilitate the teams risk management that relate to driver habits.
- Ensure the implementation of NOSA standards.

Fleet Administrator

- Monitor fuel consumption and check fuel cards
- Communicate with drivers about regulations and driving behaviour
- Conduct license checks
- Secure insurance and process accident claims
- Keep up with government rules and regulations

Skills, Experience & Education

The applicant should have at least a degree in Automobile Engineering or any other related field, excellent communication skills and at least 5 years' work experience in related field with 3 years line management experience. Flexible, strong communication skills, good leadership qualities, good analytical skills, and a demonstrated high level of integrity.

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2. JOB TITLE: Fleet Team Leader

Details

Closing Date	2022/11/18
Reference Number	CCB221104-1
Job Title	Fleet Team Leader
Job Category	Logistics
Company	Coca-Cola Kwanza (Tanzania)
Job Type	Permanent
Location - Country	Tanzania
Location - Province	Not Applicable
Location - Town / City	Dar es Salaam

Job Description

Coca-Cola Kwanza Ltd has an exciting opportunity in Logistics Department. We are looking for a talented individual with relevant skills and experience in Fleet for a Fleet Team Leader position to be based in Dar es Salaam. The successful candidate will report to the respective Fleet & CDE Manager.

Key Duties & Responsibilities

The key responsibilities of the incumbent will be to execute maintenance plan, manage fleet maintenance, Assist Mechanics with breakdown repairs and troubleshooting of faults, Monitor costs, Prepare fleet reports, adhere to necessary legal road permits, People development and Performance management, Ensure proper usage and arrangement of resources and working tools, Pre and post maintenance inspection, sign-off for work carried out, and maintenance of workshop cleanliness.

Skills, Experience & Education

The applicant should have at least a degree in Automobile Engineering or any other related field, excellent communication skills and at least 5 years' work experience in related field with 3 years line management experience. Flexible, strong communication skills, good leadership qualities, good analytical skills, and a demonstrated high level of integrity.

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