



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, and any other tasks required by Head of Section or his/her substitutes.

Functions and duties:

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

- ü Pick up flight tickets
- ü Deliver correspondence to government authorities and assist in processing various permits (such as airport pass etc.)
- ü Facilitate airport pickups for visitors and transportation during official visits Service vehicle maintenance management
- ü Schedule annual vehicle examination for service vehicles with the Transportation Department and apply for the renewal for the vehicle license
- ü Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition.
- ü Do daily vehicles and see to it that vehicles are prepared for safari.
- ü Ensure sound running of the vehicles assigned and arrange minor repairs where necessary.
- ü Check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside - Keep track of timely car insurance renewals
- ü Update monthly mileage records - Maintain logbook of each service vehicle on daily basis

Requirements:

- ü Proven experience as a Driver for at least **10years** in the field
- ü A valid driver's license
- ü A clean driving records
- ü Knowledge of area roads and neighborhoods
- ü Availability to occasionally take weekend and night shifts
- ü A polite and professional disposition
- ü Ability to remain calm in stressful driving situations (e.g. at rush hour)
- ü A **form four** or **high school** diploma
- ü Fluent in both **English** and **Swahili**

ü **Must live in Mavimba Village.**

ü **Women Candidates with related qualifications will highly be considered for the position.**

Location:

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

Applicants should email their CV, copies of certificates and application letter by the **15th of August 2023** to hr@kvtc-tz.com