



The Kilombero Valley Teak Company (KVTC) ([www.kvtc-tz.com](http://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**

Operations Manager (OM) KVTC

**Type Of Contract** – Permanent (Subject to successful completion of 6 months' probation).

#### **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:**

- i. Transport of persons, goods and / or documents (Function type: Logistic Support)
- ii Provide transportation for KVTC Management, other employees of KVTC, DPSO office and visitors from Dar es Salaam.

- iii. Deliver payment transfers to the bank and/or the suppliers, conduct cash purchases for office expenditure – Distribute mail as needed, both incoming and outgoing
- iv. Pick up flight tickets
- v. Deliver correspondence to government authorities and assist in processing various permits (such as airport pass etc.)
- vi. Facilitate airport pickups for visitors and transportation during official visits
- vii. Service vehicle maintenance management
- viii. Schedule annual vehicle examination for service vehicles with the Transportation Department and apply for the renewal for the vehicle license
- ix. Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tire condition.
- x. Do daily vehicle's checkup and see to it that vehicles are prepared for safari.
- xi. Ensure sound running of the vehicles assigned and arrange minor repairs where necessary.
- xii. Check oil and tires properly and keep the service vehicles in clean condition, both inside and outside
- xiii. Keep track of timely car insurance renewals
- xiv. Update monthly mileage records – Maintain logbook of each service vehicle on daily basis

**Requirements:**

- i. Proven experience as a Driver for at least **10 years** in the field
- ii. A valid driver's license
- iii. A clean driving record.
- iv. Knowledge of area roads and Dar Es Salaam.

- v. Availability to occasionally take weekend and night shifts
- vi. A polite and professional disposition
- vii. Ability to remain calm in stressful driving situations (e.g. at rush hour)
- viii. A **form four** or **high school** diploma
- ix. Fluent in both **English** and **Swahili**
- x. **Must live in Mavimba.**

**Location:**

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

Applicants should email their CV, copies of certificates and application letter not later than **24<sup>th</sup> of May 2024** to [hr@kvtc-tz.com](mailto:hr@kvtc-tz.com).

Only shortlisted applicants will be contacted.

Female applicants are encouraged to apply.

**This position is for Tanzanians only.**