1. JOB Assistant Fleet Controller

Location: Dar es Salaam, Tanzania

Job description

The Assistant Fleet Controller will manage the day-to-day running of a fleet of vehicles. S/he will be part of an established Fleet team responsible for the daily distribution of products for the branch. S/he will be required to organize truck running and maintenance schedules for the Internal Owned vehicles; and make sure vehicles are ready when required. S/he will also take role in controlling the day-to-day servicing, Defects & Breakdowns of the Externally hired fleet. The Assistant Fleet Controller will help manage a team of drivers and assist in fueling and filling of accurate data in company systems.

Primary Focus – Branch Distribution Fleet

- Assist in liaising with Maintenance / Vehicle suppliers to ensure quality of service and agreed response / repair times are met.
- Assist in providing technical support and guidance to existing fleet team personnel.

- Assist in handling vehicle service, Defect and breakdown requests following company procedures and guidelines, ensuring minimal disruption to sales.
- Assist in ensuring SLAs are achieved with minimum downtime.
- Assist in investigating and responding to Queries related to branch logistics.
- Assist in updating of fleet management systems
- Assisting in office duties, providing cover when needed for other aspects of the fleet department
- Perform other duties as assigned.

Must have skills

- Time management
- Strong work ethics
- Self driven mentality
- Communication
- Team leadership
- reporting
- analytics
- Microsoft package
- negotiations

Good to have skills

- SOP generation and management
- supervision of big teams
- technical knowledge on trucks

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2. JOB TITLE: Branch Sales Manager

Location: Dar es-Salaam, Tanzania

Job description

- Setting departmental KPIs and evaluating the effectiveness of the sales initiatives, making appropriate changes that encourage achievement of overall sales and business targets.
- Meet regularly with the team to identify areas of improvement and review the performance.
- Conduct regular market visits to check route coverage and availability of company products in the market, competitor's activities and look for new business opportunities in order to safeguard the customer base and increase market share.
- Develop and maintain an efficient distribution network and efficient routing.
- Tracking and reviewing actual sales results, weighing them against the set targets and business KPIs
- And others duties related.

Qualifications

- Bachelor's degree or masters degree of Business Administration or marketing and sales or relevant skills
- 3 - 5 years of experience
- Ability to lead the sales team
- Ability to set KPIs for the team

Must have skills

- Communication
- Sales
- Governance
- Risk management
- Marketing strategies.

Good to have skills

- Business Acumen

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3. JOB TITLE: Project Coordinator - ICT

Location: Dar es-Salaam, Tanzania

Job description

Project Coordination

- Facilitate end-to-end project lifecycle management, from scope definition, execution, monitoring, to closing, ensuring all projects are delivered on time, within scope, and budget.
- Utilize project management tools (e.g., Jira, Microsoft Project, Trello) to track milestones, deliverables, risks, and overall project status.
- Organize cross-functional team meetings, generate meeting artifacts (agendas, minutes, action items), and drive alignment between technical and business teams.
- Oversee task assignment and performance, ensuring resource optimization, timely escalation of potential delays, and adherence to project timelines.
- Act as a liaison between internal development teams, quality assurance, and stakeholders, ensuring efficient and structured communication.
- Support risk mitigation strategies by conducting risk assessments, implementing contingency planning, and ensuring change control processes are adhered to.

Business Analysis

- Collaborate with business stakeholders and subject matter experts (SMEs) to gather and validate business and system requirements, transforming them into detailed functional and non-functional specifications.
- Develop data flow diagrams, process mapping, user journeys, and use case scenarios that align with business objectives and software architecture.
- Facilitate workshops and stakeholder interviews to refine and document clear, concise project deliverables.

- Apply knowledge of business analysis methodologies (BABOK, UML, BPMN) to effectively communicate requirements to the development team and validate technical feasibility.
- Contribute to the optimization of business workflows by identifying automation opportunities and integrating digital solutions into the business infrastructure.

Quality Assurance

- Develop comprehensive test strategies and execution plans, including test cases, automated scripts, and performance testing parameters to validate software integrity.
- Utilize QA tools (e.g., Selenium, TestRail, JUnit) for regression testing, bug reporting, and monitoring adherence to quality benchmarks.
- Manage the defect lifecycle using issue tracking systems (e.g., Jira, Bugzilla), ensuring timely resolution of critical bugs and maintenance of QA standards.
- Collaborate with DevOps and software engineers to ensure continuous integration (CI) and continuous deployment (CD) practices are followed.
- Ensure that all quality assurance (QA) activities conform to the defined QA metrics and key performance indicators (KPIs) and align with project goals.

Documentation

- Maintain robust and auditable project documentation, including project charters, schedules, resource plans, and risk logs using tools like Confluence or SharePoint.
- Create and disseminate detailed project reports and dashboards, leveraging tools like Power BI or Tableau for data visualization and performance tracking.
- Ensure meticulous version control and document management for all project-related artifacts, including test cases, scripts, and project deliverables.

Qualifications

- Bachelor's degree in Information Technology, Computer Science, Project Management, or related discipline.
- 1-2 years of experience in a project coordination role within a technology or software development environment.
- Proficiency with project management tools (e.g., Jira, Asana) and methodologies (e.g., Agile, Scrum, Kanban).

- Knowledge of business analysis frameworks, modeling languages (e.g., UML, BPMN), and software development processes.
- Experience with QA and testing methodologies (manual and automated) and familiarity with continuous integration and deployment environments.
- Excellent command of collaborative platforms (e.g., Slack, Microsoft Teams) and productivity suites (Microsoft Office, Google Workspace).
- Strong analytical, organizational, and multitasking abilities with attention to detail and ability to manage project risks and issues proactively.
- Outstanding written and verbal communication skills with the ability to convey complex technical concepts to non-technical stakeholders.
- Ability to thrive in fast-paced, deadline-driven environments and collaborate cross-functionally.

Must have skills

- Project Coordination
- Quality Assurance
- Business Analysis
- Communication skills
- Project Management

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