



## JOB TITLE: ASSISTANT CONTRACT MANAGER

### DETAILS

<b>Closing Date</b>	2024/11/22
<b>Reference Number</b>	UNI241111-3
<b>Job Title</b>	Assistant Contract Manager
<b>Business Unit / Division</b>	Agriculture
<b>Contract</b>	Kilombero Admin
<b>Job Type Classification</b>	Permanent - Normal
<b>Location - Town / City</b>	Kilombero
<b>Location - Province</b>	National
<b>Location - Country</b>	Tanzania
<b>Minimum Education Level</b>	Bachelors Degree   Advanced Diploma
<b>Job Advert Summary</b>	<p>An opportunity has arisen for an <b>Assistant Contract Manager</b> to implement, manage and optimise all Unitrans operations on the sugar estate in Unitrans Tanzania.</p> <ul style="list-style-type: none"><li>• To support the contract management process within an organisation. They will work closely with the Contract Manager or other members of the team</li><li>• Initiates, plans, co-ordinates, motivates and supervises the operational activities on the sugar estate</li><li>• Liaises closely with immediate superior</li></ul>

## **Minimum Requirements**

- Matric with a relevant tertiary qualification in B.Eng - Mechanical Engineering Degree
- Must be computer literate with a good working knowledge of Word and Excel packages
- 3-5 year senior supervisory experience essential and experience in the Agriculture industry advantageous
- Knowledge of relevant Labour Relations legislation and procedures
- Interpersonal Skills with special emphasis on Industrial relations
- Excellent customer service skills

The job also requires knowledge and understanding of:

- Tanzania Labour legislation
- Health and Safety legislation and procedures
- Organizational management systems, including policies and procedures (Management systems include: financial, administrative, operational & Human Resource systems)
- Relevant computer software including RTK and GIS

## **Duties & Responsibilities**

- Operations budget is compiled in accordance with prescribed format and submitted in accordance with prescribed deadline to take into account all contracted activities
- All accounting deadlines are met monthly
- Revenue and expenditure are within budgeted parameters
- Meet and exceed monthly, quarterly and annual plan revenue targets
- Manage the cane haulage operations including mechanical harvesting
- Manage various ancillary operations including road maintenance, canals and drains (excavating), drones supervision, bulldozing, crop spraying and fertilizer application activities

- Optimum driver and vehicle utilisation is achieved
- “Daily required delivery” parameters are achieved
- Daily liaison with operations management staff is maintained
- Vehicle fleet complies with all legal requirements
- Health & Safety legislation and procedures are adhered to
- Quality management policies and procedures are adhered to
- Check and approve all monthly 4B information
- Vehicle maintenance information is analysed
- Ensure and maintain ongoing exceptional relationships with the customers
- Problems/complaints are timeously resolved to the benefit of all parties involved
- Excellent customer relations are maintained

**APPLY HERE**