



## **Job Title Contract Manager I**

Closing Date 2025/01/21

Reference Number UNI250106-2

Business Unit / Division Agriculture

Contract Kilombero Admin

Job Type Classification Permanent - Normal

Duties & Responsibilities **a) Effective management of operational processes and contracts/service**

- Develop and maintain procedures which relate to day-to-day operational requirements
- Ensure efficient management of all operations on site including cane haulage and loading
- Vehicle downtime is monitored, controlled and kept to a minimum
- Ensure optimal usage of fuel
- Management of staff

### **b) Tyre management**

- Monitor and track tyres and scraping requirements
- Manage tyre costs, quality and Suppliers' agreements
- Update the company tyre management system

### **c) Effective customer relationship management**

- Undertake effective client relationship management, including client entertainment when necessary
- Audit the quality of service provided through personal interaction with the customer on an ongoing and regular basis and ensure timeous corrective action is taken as and when required

**d) Management of financial and administration requirements**

- Complete and submit financial report, budget and costing as required
- Undertake accurate and timeous operational forecasting
- Screen all suppliers by comparing costs and quality products

**e) Management of safety, health, environment and quality**

- Ensure all subordinates are trained as per safety requirements
- Manage housekeeping, safety and quality by ensuring that all housekeeping audits are conducted regularly, and that corrective action is taken if required. This includes;
  - Condition of the vehicle
  - Appearance of drivers
  - Appearance of offices
  - Manage accidents and insurance

Location - Site    Kilombero  
 Depot  
 Location - Town / Kilombero  
 City

Location -            Not Applicable  
 Province

Location -            Tanzania  
 Country

Minimum Education Level      Bachelors Degree | Advanced Diploma

Job Advert Summary      Unitrans is a leading agriculture company dedicated to providing efficient, reliable, and innovative solutions for our clients. With a rich history of excellence and a commitment to sustainability, we pride ourselves on delivering superior service across diverse industries. Our team is passionate about driving success and making a positive impact in the communities we serve.

Unitrans Tanzania Limited has the following exciting opportunity at Kilombero District, Morogoro Region, where Unitrans is subcontracted for various agricultural operations to the sugar industry.

An opportunity has arisen for a high calibre **Contract Manager I** to manage financial and administration requirements as well as tyre tracking and costs. Contract management involves overseeing the creation, negotiation, execution, and maintenance of contracts between parties, typically within a business or organizational setting. Responsible for the efficient, competitive and commercially viable operation and administration of the company's distribution depots. Responsible for all administration handling, storage, despatch and transportation of goods after receipt from the factories to the point of final delivery, in the correct quantity, quality, time and condition, as per the sales orders. This is to be achieved at optimum cost in order to ensure the best return for the company by continually meeting customers service needs.

Most importantly: to implement, manage and optimize all Unitrans operations on the sugar estate. Responsible for the efficient, competitive and commercially viable operation and administration of the company's operations at Kilombero.

- Minimum Requirements
- Degree in Mechanical Engineering or related Agricultural Degree.
  - 5-7 years' experience in an agricultural industry with sugar cane operations.
  - Knowledge and experience in Logistics and Supply Chain management

- Experience working with sugarcane harvester is an added advantage
- 1-2 years for the most complex task (strategic planning focuses on the next year's activities)
- Knowledge of general expense management / budgeting
- Sound knowledge of policies and procedures in supply chain and logistics management
- Human resources management skills
- Knowledge of Company Disciplinary and Grievance procedures
- Relevant written and verbal contracts / service level agreements
- Ability to work independently and under pressure (problem solving skills)
- Knowledge of equipment maintenance / workshop management
- General knowledge of the operations and configurations of mechanical vehicles

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