



JOB DESCRIPTION

A. About the role

Job Title	Logistics Assistant
Place of work:	Dar es Salaam, Tanzania
Grade:	C (To be confirmed)
Contract type:	Fixed term)
Reports to:	Administration Officer
Direct Reports	Drivers
Work Relationships	Internal: Programme Managers, Project Officers, Procurement and Administration Assistants, ALL other WAT staff, WaterAid EA Region, & other Global staff.

External: Partners, Communities, Government officers, Agencies, WAT visitors, and Consultants hired in WAT for work.

A. Job Purpose

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The Logistics Assistant will also assume the responsibility of a Head Driver. In addition to driving he/she will have responsibilities for supporting the Administration with all aspects of logistic issues within the Country Programme as guided by the Administration office. S/He will be responsible to oversee work on vehicle management, trip planning, and supervision of the drivers and insurance of vehicles. S/he will collaborate and coordinate with all WAT department managers to: determine transport requirements; coordinate the movement of WAT vehicles; ensure and facilitate the appropriate use, maintenance and repair of all vehicles and generators; create and/or modify various systems to manage the movement of vehicles and personnel; keep documents current such as registration, insurance, vehicle logs, daily inspection reports, etc.; reconcile vehicle logs with total consumption reports and ensure that the logs for vehicles and generators are updated on time and filed properly.

S/he will analyse the monthly reports from each vehicle and provide the report to the management; monthly analyse the KMs distances (KMs driven for project support and Vehicle pool) and provide a report to the management; ensure that input of data is input in Vehicle Management System is done regularly and that required reports are produced. Act as liaison between WaterAid Tanzania local government agencies and personnel necessary to keep WAT's vehicle fleet legal and roadworthy. Ensure that the addresses and key contacts for WaterAid Logistic and communication purpose is well kept as per data protection policy and updated periodically.

The position will be supporting the Country Director Office, OE and program teams on Administration deliverables both during the office and whilst in the field.



Vehicle Maintenance

- Ensure vehicles are repaired on time, safe, secure, clean and in good running conditions
- In coordination and with the support of the Administration Officer carry out annual assessments of vendors in all areas WAT is operating for fuel and car repairs/services.
- Conduct market surveys (in areas WAT is operating) garages, spare part dealers to ensure that WAT is obtaining the best service and reasonable prices.
- Support Drivers follow up with garages to ensure that work is being done promptly and as described in the work order and make sure the old spare parts which are replaced are returned.
- Ensure that the vehicle log sheets are used at all times, properly completed. Closely monitor with regional officers on the status of the logs.
- Arrange for the in-house driving /orientation and tests for the WAT employees and ensure that the approval from the CD is retrieved and all the documents are filed properly Advise management on policies and procedures for improving vehicle operations and planning of travels.
- Provide updates on conditions of vehicles to the Administration Officer
- Collect total fuel receipts and log sheets from the all the offices
- Advise and assist international staff with regard to the possession of valid driving licenses in Tanzania.
- In coordination with the Administration Officer identify and monitor a security system for all motorized assets.
- Assess local transportation resources capacity, availability, expected costs and terms and evaluate the infrastructure to determine the types of transportation (public transport, WAT/vehicle etc...) that may be required
- Maintain vehicles in excellent condition. Deliver in a timely manner vehicle scheduled for regular maintenance to garage facilities, and their rapid return to WAT.
- Using the vehicle inspection form check the vehicles daily and every Monday and Friday issue the inspection reports
- Advise WAT on the condition of vehicles that are ready for replacement/disposal.
- Ensure 1st Aid kits are in all the WAT vehicles

Driving

- Provide driving services to transport both personnel and purchased or donated goods of the project.
- Take care of the vehicle under her/his/ custody.
- Handle the motor vehicle and its accessories with due care;
- Check oil, tires, breaks and other electrical systems before starting vehicle driving.
- Drive vehicles with maximum safety and care and according to traffic regulations.
- Transport goods, equipment, tools and other materials from place to place as required internal training of drivers on the usage of the 1st aid kit in case of emergency

Trip Planning and scheduling

- In coordination with user staff, determine transportation needs for the short- and longer term. Develop and update transport plans.
- Familiarize staff with the use of vehicle management systems and forms having to do with vehicle use, maintenance and repair (e.g., Work Requests, Total Fuel Cards, Travel Authorizations, Parking Access Log, etc.).
- Train staff how to use the vehicle log and make sure that the trip leaders understand their roles and responsibilities related to the management of the vehicle log
- Collaborate with all WAT departments to plan travel, and schedule drivers and vehicles. Program vehicles logically and rationally and certify that they are used in a competent and professional manner by all drivers.
- Create and maintain an administrative filing system for each motorized asset. Ensure that documents are correctly filed in the equipment's file in a timely manner.
- Ensure that all documents related to the assignment and use of WAT or leased project vehicles are filled out, approved, signed, submitted and filed.
- Communicate the rules and regulations governing vehicle use to drivers and other WAT and partner personnel.
- Work closely with the Program and Administration team at all levels to provide transport for airport drop-offs, picks ups, meetings, etc. and ensure that payments are made on time for the taxi drivers

Driver supervision

- In liaison with Programme Managers supervise the deployment and allocation of vehicles and work to drivers.
- Assess the technical competencies and skills of drivers as part of the recruitment and selection process.
- Supervise drivers and ensure they follow policies and procedures.
- Verify monthly fuel consumption and overtime.
- Ensure drivers are fulfilling the obligations and expectations of passengers. Get feedback from program staff and manage vehicle/driver issues.

- Ensure driver maintains the vehicle in working condition which includes regular maintenance, daily checklist, and cleanliness of the car inside and outside daily.

Insurance Claims and Permits

- Assist the Administration Officer in filing insurance claims related to vehicle accidents.
- Maintain vehicle accident/insurance claims file.
- Ensure vehicle insurance premiums are settled within 15 days of receipt of the invoices from the insurance broker.
- Arrange for vehicle permits as per the local traffic regulations e.g. insurance, road licenses, parking, safety weeks fees, etc.

C. Key Competences, Skills, experience, and Knowledge

Qualifications, Knowledge, Skills and Experience

- Degree in Logistics and Diploma or Certification in Motor Vehicle mechanics, or another related field.
- A valid driving license with classes B and C achieved through a recognized institute.
- At least 10 years working experience.
- Excellent knowledge and skills in car troubleshooting
- Good communication skills, written and spoken.
- Must be able to use a computer with the key Microsoft office tools.
- Competency in WaterAid common approaches to work including partnerships, convening, inclusion, systems strengthening, creating behavioral change, and mainstreaming gender and inclusion of youth.
- Ability to work independently, and under pressure. Strong reasoning, decision-making, and sound judgment.
- Excellent planning, prioritization, and communication skills

Key competences and Skills (expertise, behavioral competencies)

- Very high level of personal and professional integrity, and character, especially in the stewardship of resources, transparency and accountability.
- Trustworthy and reliable.
- Self-discipline and flexibility
- Good communication skills -both oral and written.
- Passionate about WaterAid mission and model values.
- Proactivity and practicing innovation and change.
- Team player, Inclusive and value diversity
- Good relationship and customer care skills.
- Driven by Impact and results oriented.
- Ability to act in a professional and ethical manner
- Ability to manage multiple assignments and demanding workload
- Firm belief in gender equality and diversity

E: SIGNATURES

Approval		
Approved by:	Date	Signature
Supervisee		
Line Manager/Supervisor		



Head of Department		
People, OD Manager		
Country Director		