



KAGERA SUGAR LIMITED

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JOB ADVERTISEMENT

Kagera Sugar Limited which is in Missenyi district in Kagera region invites self-motivated, honest, hardworking, dynamic, committed, and suitable qualified Tanzanians to fill the vacancy mentioned below within the farm and machinery Department.

Open vacancy: Transport officer (1 POST)

QUALIFICATION AND EXPERIENCE

- Bachelor's degree in transport management, logistics or related field
- Proven five years of experience in transport, logistics or fleet management, ideally within a transportation
- Valid driver's license
- Excellent organizational, communication and problem-solving skills
- Ability to work under pressure and adapt to changing schedules and priorities
- Knowledge of light vehicles, safety standards, and compliance requirements.

DUTIES AND RESPONSIBILITIES

- Working closely with a farm machinery and transport manager to develop strategies for improved cost efficiency
- Ensuring that a fleet of vehicles is operating in accordance with legislation and regulations
- Advises, head, farm machinery and transport and all kagera users in all areas pertaining to transportation logistics and vehicle maintenance, participates in formulation and execution of vehicle replacement and other related policy for kagera compound
- Receives and processes written transportation requests from various departments; promotes and encourages the preparation and submission of advance transportation plans by the various departments in order to facilitate smooth and efficient scheduling logistics.
- Dispatches vehicles in the execution of transportation requests and assign drivers according to established scheduling rules such as vehicle and driver availability, trip distance and duration, multideestination, etc.
- Ensures that vehicles are kept in a clean, tidy and presentable manner by conducting regular visual inspections, also inspects for any damage to the bodywork, tyre wear, and such like.
- Issues and signs requisitions for the regular and timely refueling of vehicles in preparation for day-today as well as extended field trips, monitors fuel consumption efficiency by noting and analyzing odometer readings over time.
- Receives and checks drivers' log book routinely in order to ensure that all authorized trips are accounted

- Ensures that all the vehicles are licensed, insured and in proper working condition, develops a maintenance plan for all vehicles and liaises with approved repair and maintenance service providers to have it executed efficiently and cost-effectively.
- Test-drives vehicles before and after repairs in order to verify the nature of any reported malfunction and to ensure that identified electro-mechanical problems are satisfactorily resolved.
- Participates in the recruitment process for new drivers by taking applicant for a driving test and ensuring that driver's license and all other particulars are valid, makes recommendations accordingly.
- Reports damages to vehicles by way of accidents to the head, farm machinery and transport department and launches an immediate internal investigation with a view to preparing an accident report, liaises as necessary with police traffic department, vehicle insurance company, etc.
- Collaborates when requested with relevant agencies, such as police and NGOs, on road safety campaigns in order to heighten safety awareness among the bureau' drivers.
- Conducts annual performance appraisal of drivers directly supervised on the basis of their specific contributions in attaining set objectives, prepares individual development program for appraise in order to improve performance and enhance promo ability.
- Prepares an annual report on the unit's activities and achievements, also prepares other periodic reports as necessary or when requested
- Preparation, dissemination and implementation of SOP's, SWP,s works manuals
- Support FMT Manager with Other Assigned tasks as Requested

GENERAL CONDITIONS

All interested and qualified candidates should submit their applications to; recruitment@kagera-sugar.co.tz with the following attachment, application letter, certified copies of academic certificates, academic transcript(s), birth certificate, National Identification number, Tax identification number and curriculum vitae with daytime telephone numbers, email addresses, and names of at least three reputable referees, **all the mentioned must be in a single pdf.**

Note: Deadline for application is 11th May, 2026, only shortlisted candidates will be informed on the date of an interview. If you are not contacted by Kagera Sugar Limited within thirty (30) days, after the closing date, you should consider your application as unsuccessful.

FRANCIS O LUBANDI
HR&ADMEN MANAGER,
KAGERA SUGAR LIMITED

