
Eswatini Water & Agricultural Development Enterprise

Vacancy – Transport Officer

The following vacancy has become available at Siphofaneni Office, Suitable candidates are invited to apply.

Job Title:	Transport Officer
Location:	Siphofaneni Office
Reporting to:	Human Resource and Administration Manager/ P.M
Objective:	To assist the human resource office in the management, direction, and coordination of all transportation needs within the organisation in line with the ESWADE Transport Policy.
Operations	<ul style="list-style-type: none"> ▪ Liaise with all department managers to determine transport requirements and schedule transport to meet them. ▪ Coordinate the movement of all ESWADE vehicles and ensure their appropriate use. ▪ Maintain the ESWADE Vehicle Management System (VMS) and ensure that required vehicle data is regularly produced. ▪ Supervise project drivers and be responsible for their training. ▪ Review and arrange transportation processes to be compliant with the obtaining Transport Policy. ▪ Resolve client concerns and direct problems to suitable parties. ▪ Record driver concerns along with policy violations and direct or escalate main/un addressable issues to the Project Manager or HRAM.
Fuel Management	<ul style="list-style-type: none"> • Liaise with the Finance department in ensuring that there is sufficient supply of fuel and oil for the vehicles with service providers, ▪ Produce monthly analysis of fuel and vehicle use reports from the VMS,
Safety and Security	<ul style="list-style-type: none"> • Recommend to the project manager or HRAM the disposal of vehicles as guided by the transport policy. • Liaise with procurement unit in purchasing car related items such as tyres, • Inspect vehicles daily to ensure that they are road worthy and safe for employees to use.
Repairs and Maintenance	<ul style="list-style-type: none"> • Ensure the appropriate maintenance and repair of all ESWADE vehicles and trucks, • Keep vehicle registration documents current/ up to-date (such as licence registration, insurance, vehicle logs, daily inspection reports, etc.

Accidents	<ul style="list-style-type: none"> • Maintain an up-to-date vehicle incident report for ESWADE, • Liaise with ESWADE insurers in reporting accidents and arranging for repairs • Develop and implement strategies aimed at minimising overall vehicle accidents
Policy	<ul style="list-style-type: none"> • Recommend to the HRAM/PM policy changes on the obtaining transport policy
Qualifications, Skills, Experience	<ul style="list-style-type: none"> ✓ Operations Management/ Logistics and Transport Management or any other relevant Degree ✓ Formal training on transport logistics, Management will be an added advantage. <ul style="list-style-type: none"> ▪ Well-developed communication skills, both verbal and written. ▪ Ability to establish successful working relationships with all departments

Written applications and academic certificates are to be sent to the Human Resources Office through: recruitment@eswade.co.sz or hand delivered to the Human Resource and Administration Office in Mbabane, Sincephetelo MVA Building, 3rd Floor, Mbhilibhi Street. Closing date for applications is the **4th October, 2021 at 1630 hrs.** Late applications shall not be considered.