



Transport and Fleet Management Officer (Ref: C3HP/TFM/12-21)

Background

Deloitte Tanzania has been awarded a contract to implement a Comprehensive Client-Centered Health Program HIV/TB LOC (C3HP) in Southern regions in Tanzania. This is a five year project (November 9, 2021 to September 30, 2026) funded by the American People through USAID aiming at supporting the Government of Tanzania's (GOT) Ministry of Health and Social Welfare, Elderly and Children (MOHCDGEC) and the President's Office- Regional Administration and Local Government (PORALG) at the central level and in target Mainland regions to deliver high quality integrated HIV and TB prevention, care and treatment services that will improve health outcomes, particularly for youth and children. The program intends to increase the demand for and use of quality integrated HIV and Tuberculosis services in Iringa, Lindi, Morogoro, Mtwara, Njombe, and Ruvuma regions by improving access to quality services in both facilities and the surrounding communities, promoting positive health seeking behaviors among Tanzania's population, and enhancing the overall policy environment for HIV & TB service delivery.

Deloitte is therefore seeking for experienced, self-motivated, a highly competent individual with exemplary ethical conduct to join the C3HP program as **TFM Officer** based in Dar Es Salaam.

Job Purpose

Ensure deployment and maintenance of the fleet. Manage and oversee all program drivers, ensure the program vehicles are maintained in good condition and that all drivers work in line with Deloitte and USAID fleet policies and regulations.

Key Responsibilities

- Oversee all drivers and ensure they are adhering to Deloitte and USAID policies and procedures.
- Ensure all vehicles have valid statutory documents.
- Ensure all drivers have a valid driving license.
- Conduct spot checks on vehicles to ensure that they are in good working condition.
- Ensure routine servicing and maintenance of program vehicles are carried out on time; and initiate requisition for vehicles servicing and maintenance.
- Follow up on payments for all expenses relating to program vehicles including fuel expenses and servicing in a timely manner.
- Prepare fuel consumption report and vehicle cost analysis report on a monthly basis and submit to the Administration Officer.

Requirements

- Bachelor's degree in Business Administration, Fleet Management or related field
- A valid and clean Class D driving license
- A minimum of four years relevant working experience
- Good knowledge of USAID and Deloitte fleet policies and regulations
- Good cost analysis skills
- Proficient computer skills



If you believe you are the right candidate for the job, submit a cover letter including your current and expected remuneration, detailed CV, copies of your academic certificates and transcripts, and three referees to C3HP@deloitte.co.tz. For your application to be considered, it **MUST** quote the job title, reference number and your preferred region on the email subject line. Submission deadline is 10th December 2021 at 4:30 p.m. Hard copy applications will **NOT** be accepted.

This position is on a one-year renewable contract, subject to performance and availability of funding from the donor. The job offer is conditional to successful vetting, including professional reference checks and limited lifestyle audit.