

Job Description

Job Title	ROAD TRACKING AND MONITORING OFFICER (Fixed Term Contract – Six Months)
Department	LOGISTICS
Industry	OIL & GAS
Location	DAR ES SALAAM

Job Summary:

Responsible for ensuring that vehicles are properly tracked, ensuring strict compliance with company regulations by drivers and reporting all cases of violation to management.

Key Responsibilities / Duties:

General Responsibilities.

- Track of truck locations by IVMS system and ensure correct data is displaying on the TMS systems.
- Monitor daily truck driver performance (50-plus vehicles) through analysing of night driving report, over speeding report, and other driver's violation report and report performance to Road operations coordinator
- Ensure strict compliance with company regulations by drivers (Control compliance with speed limits & Control compliance with maximum weight and height restrictions or limits
- Keep track of Geo fenced areas and ensure all trucks are using the proposed routes
- Identify on-road exceptions and taking immediate remedial action.
- Report any suspicious behaviour related to truck movement and driver behaviour retrieved from IVMS and Co-ordinating and responding to emergency situations.
- Ensure all drivers adhere Journey Management Plans and Road Transport Management Plan
- Report breaks downs and accidents to Road Transport Manager and follow up on recovery and documentation with Subcontractors
- Ensure daily driving hours/ kilometers travelled targets are met by all drivers and vehicles (Control the maximum permitted driving time)
- Propose improvements in the existing transport processes and systems.
- Prepare and issue D-1 and D-4 reports for trucks heading to their destination, ensuring timely communication and coordination.
- Coordinate and communicate shunting fleet activities with port authorities to ensure smooth operations and adherence to schedules.

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- Oversee the loading process to ensure timely execution within the specified (KPI) of 1 day.
- Monitor and follow up on any offloading delays, ensuring the offloading is completed within the 1-day KPI timeframe.
- Ensure the proper drop-off of empty containers at the designated destination, coordinating with relevant stakeholders.
- Maintain a register to track operational violations and develop action plans to address and resolve any issues. Follow up on the implementation of corrective actions to ensure compliance.
- Maintain delivery schedules and track deliveries to ensure targets are met.
- Provide prompt help in case of accident/breakdown in difficult or isolated trips, as established in the corresponding emergency plan
- Liaise with Subcontractor to confirm escorts arrangement for HLOOG
- Liaise with subcontractor to ensure equipment needed to move HLOOG have been
- Ensure strict compliance with COMPANY regulations by drivers.
- Identify on-road exceptions and taking immediate remedial action.
- Co-ordinate and respond to emergency.
- Participate to all safety training as required.
- Adhere to all HSE requirements of the project.
- Any other work that may be assigned by Management.

Job Requirements

- **Education:**
 - Bachelor's degree in; Transport & Supply Chain Management, Shipping & Logistics Management, Procurement & Supply Chain Management, Information Technology, or any other related discipline.
- **Language Skills:**
 - Proficiency in English language
- **Experience:**
 - At least 4-6 years' relevant working experience in a similar position.
 - Good geographical knowledge of Tanzania and local shipping/customs procedures.
 - Knowledge of QHSE requirements.
- **Skills:**
 - Mix Telematics
 - Systematic
 - Organized
 - Attention to details
 - Good communication skills both verbal and written
 - MS Office skills
 - Able to work well with others

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- Proactive
- Flexible
- Team Player
- Detail oriented mindset

How to Apply

- Visit our website: www.cnsgroup.co.tz/job-openings/
- Or send us your CV and Related documents to hr@cnsgroup.co.tz
- Deadline: 04/06/2025

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