**Job Description**

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| **Procedure Applicable** | **OHSAS 45001-2018, ISO 9001 & 14001 - 2015** |
| **Designation** | **Head Transport & Logistics**  |
| **Reporting To** | **General Manager** |
| **Direct Reports** | **Fleet Coordinator & Workshop Manager** |
| **Location** | **Dar es Salaam, with possible travels to operation sites** |

**Background**

Bravo Logistics is an **ISO Certified company and accredited member of FIATA** (international federation of freight forwarders associations). The company is part of Bravo Group of Companies, with ventures in Logistics, Agribusiness and Environmental Management.

The company provides a full range of logistics solutions in cargo handling including, freight forwarding, road haulage, warehousing, cargo freight stations (CFS), Inland Container deport (ICD), cold chain solutions and supply chain management. The company currently handling an average of 25,000 metric tons of cargo monthly, mainly minerals for multinational mining companies operating within the SADC region.

**Role**

The Transport & Logistics Manager will head the Logistics Business under Bravo Logistics Tanzania Limited. He is responsible for the profitable and efficient operation of the unit. While he is responsible for all the aspects of the Operational P&L, in doing so he will be in charge of all the departments under him. The different Cost and profit centers under him are:

1. Fleet Management
2. Workshop

**Overall**

* Organize and conduct the asset audits from time to time and prepare and submit an ageing report to the board.
* Advise the board about the efficient recycling of the aged assets and propose the best replacement plans.
* Advise the Commercial Department on opportunities to diversify the business and advise the Board of any profitable possibilities.
* Keep himself abreast with the industry developments and also with the government orders so that he is in a position to forecast detrimental situations in the business and prepare risk mitigation plans.
* Overall in charge of all matters pertaining to customs clearance from ports, airports and border posts.

**Clients and Other Stakeholders Relations**

* Responsible for maintaining good relations with the business stakeholders and the Government agencies, including but limited to TRA, TPA, TASAC, GCLA AND TBS etc.
* Organizing and conducting regular client visits to ensure healthy business.
* Maintaining a reputable brand image of the company in the market through quality service delivery and business focused communication
* Liaising and coordinating with the Group Managers for the departmental issues pertaining their respective portfolios.
* Ensuring timely collection of receivables and timely payments for the suppliers and partners.
* Effective management of supplier database to ensure efficient operational procurement.
* To clear and deliver customer cargo timely and to the satisfaction of the customer needs.

**Reporting**

* Preparation of providing the annual budget proposal to the GM and ensure that the BU is functioning within the approved budgets.
* Present the monthly review reports to the board on 05th of every month for the previous month’s performance.
* Reporting the performance to the GM on a day-to-day basis through mails and by personal meeting once in a week.
* Directly responsible for the interpretation of the P&L of the Transport and Logistics Division

**Team Management**

* Responsible for all the operational, administrative, HR and financial aspects of the transportation division.
* Responsible for driving performance of the team as a leader through sound welfare management, staffing, coordination of training activities and performance appraisals.
* Supervising the ALL operations and receive scheduled reports from the coordinators, regarding their respective department’s plans and performance.
* Formulating the policies and procedures, review them from time to time and enforce the same in the day to operations.
* Conducting daily operational meeting with the subordinates to get stay informed on status and challenges. Also ensure sub departmental meetings for workshop and C&F are also held respectively.

**HSSEQ and Other Compliance**

* Ensuring all Quality, Health and Safety standards are met within the department as required by ISO.
* Resolving all the regulatory issues, in case if required, amicably and in a most effective manner. If required immediately seek the assistance from the group HR / attorneys and ensure that the issues are resolved early and in an amicable manner.
* Ensuring that the BU is complying with all the statutory laws of the land and the rules and regulations pertaining to the Business.
* Maintaining utmost focus to the labor welfare with a view to avoid conflicts. In case of retrenchments due to business scenarios and also due to disciplinary issues, will ensure compliance with the law of the land and ensure that the company interests are not exposed.

**Communication and Approvals**

* Writing letters to Clients and Regulatory bodies e.g. TRA. Make sure all the letters are filed in the mail out registers.
* Bond validation BRAVO & ORYX – to make sure all trucks cross the border have their bond validated.
* Approvals request on BLP.
* Clearing agent license & NIL bond; to ensure are processed on time to avoid unnecessary delays on delivering.

**Education, Skills Experience**

* A Degree in any relevant discipline
* Minimum 5 Years’ Experience in Transport and Clearing and Forwarding Operations ( managing a fleet of 100+ trucks)
* MS Office Skills ( Esp., Excel, Word and PPT)
* Excellent Communication Skills
* Proven Experience in working with Logistics ERP systems