

UNIVERSITY OF ZIMBABWE COLLEGE OF HEALTH SCIENCES-CLINICAL TRIALS RESEARCH CENTRE/INTERNATIONAL - TRAINING AND EDUCATION CENTRE FOR HEALTH (UZCHS-CTRC/I-TECH).

Vacant Post: Logistics Officer x1

Background:

University of Zimbabwe College of Health Sciences – Clinical Trials Research Centre (UZCHS-CTRC) on behalf of the International - Training and Education Center for Health (I-TECH) is seeking suitably qualified and experienced applicants to fill the position of Logistics Officer, based in Belgravia, Harare and is under the PEPFAR funded Care and Treatment Program. I-TECH's activities occur primarily in the technical areas of health system strengthening; health workforce development; operations research and evaluation; prevention, care and treatment of infectious diseases. I-TECH is funded by PEPFAR through the Center for Disease Control to implement HIV & TB treatment and care services in five Zimbabwean provinces in support of the Ministry of Health and Child Care (MoHCC). The contract of employment is for seven (7) months and is renewable subject to availability of funding and satisfactory performance of the candidate.

Job Summary

The incumbent will be reporting to the Operations Manager and the position exists to manage the organisation's vehicles in adherence with relevant rules and regulations governing vehicles and their maintenance in all transactions.

Responsibilities

- Ensuring all program vehicles are serviced at the required intervals and following up with the service providers for quick turnaround time.
- Processing service requests from district teams and informing program teams in advance of service plans to allow planning.
- Ensuring all vehicles are adequately insured and all statutory payments related to vehicles are processed on time and that all vehicles are equipped with the necessary equipment and accessories as per road safety guidelines.
- Creating and maintaining manual and electronic service records for each vehicle in separate files.
- Liaising with MoHCC on all issues related to vehicles and ensuring that all new vehicles are registered, and all necessary paperwork is prepared.
- Assessing vehicle fuel usage to deter abuse and recommending some vehicles for disposal.
- Reviewing accident & incident reports and forwarding the same to the Accident Review Committee for deliberation.
- Ensuring there are adequate fuel stocks for coupons, efuel and bulk fuel and issuing and uploading fuel on individual vehicle cards using the approved online system.
- Ensuring drivers always have the necessary pre-requisites for driving and assessing performance gaps to recommend appropriate training.
- Informing staff about pertinent provisions of the Transport SOP to ensure compliance.
- Keeping up to date accurate records of the organization's vehicles and any other automobiles including caravans.
- Producing monthly service, vehicle performance and fuel usage reports.
- Performing any other duties as assigned by your Supervisor.

Qualifications, Skills and Experience

- Degree in Logistics/Fleet Management or equivalent.
- Possession of a Diploma in vehicle mechanics and experience in stock management is an added advantage.
- Minimum of 3 years' experience in logistics or fleet management.
- Meticulous record keeping and exceptional ability to work fast and accurately under intense pressure with minimum supervision coupled with high level of integrity, honesty and professionalism.
- Computer Skills, including proficiency in Email, Microsoft Excel and Microsoft Word are essential
- Excellent organizational, report writing, analytical and interpersonal communication skills with fluency in English and one or more of the local spoken languages (Shona and/or Ndebele) coupled with an exceptional ability to work independently and collaboratively.
- Must have a clean Class 4 driver's licence.

Commitment to Diversity

UZCHS-CTRC/I-TECH recognizes that disparities in health around the globe stem from inequity. Therefore, the organization encourages and supports the multiple identities of staff including, but not limited to, socio-economic status, age, race, ethnicity, language, nationality, sex, gender identity and expression, culture, spiritual practice, geography, mental and physical disability. UZCHS-CTRC/I-TECH strives to become a local, national, and international leader in developing and maintaining increased representation and recognition of each of these dimensions of diversity among its staff.

Interested candidates should submit their application letter, detailed Curriculum Vitae and certified copies of certificates to the below mentioned address. The closing date for receipt of applications is **5 March 2020** to: -

**The Human Resources Officer
UZCHS-CTRC/I-TECH
10 Natal Rd, Belgravia, Harare**

Only shortlisted candidates will be contacted.