



## **NATIONAL WATER AND SEWERAGE CORPORATION**

### **EXTERNAL ADVERT**

**11<sup>th</sup> September 2014**

**HR 01/2014**

### **RE: EXTERNAL JOB ADVERT**

We wish to advise that vacancies exist in following Directorate at NWSC. All members who meet the qualifications and experience detailed herein are encouraged to apply.

### **EA / TRANSPORT MANAGER – 1 POSITION**

**REPORTS TO:** Manager Administration

#### **MAIN PURPOSE:**

To provide transport services to the Corporation and ensure proper maintenance and utilisation of the fleet.

#### **KEY RESPONSIBILITIES / KEY RESULT AREAS**

- 1) Develop an efficient and effective fleet management system to ensure efficient utilization of the fleet.
- 2) To ensure that all vehicles used by NWSC are safe and roadworthy, driven by trained drivers and maintained by experienced serviced Providers. This includes both NWSC – owned and leased vehicles.
- 3) Ensure that the regulations in the Vehicle Logbooks and Driving Policies are adhered to by all the drivers
- 4) Take full day to day transport fleet management with system of reporting to Manager Administration.
- 5) To liaise with the Directorates, Departments, Areas and Sections by providing them with required number of vehicles of appropriate conditions and relevant load capacities.
- 6) To manage transport planning system in order to come up with the vehicles distribution plan to satisfy all the requests
- 7) Develop and implement Plan Preventative Maintenance program (PPM).
- 8) Ensure timely delivery of materials and chemical.
- 9) Initiate disposal of uneconomical/ absolute vehicles.
- 10) Initiate procurement of new vehicles.
- 11) Initiate leasing / hiring of vehicles.
- 12) Maintenance of an optimal fleet size
- 13) Ensure timely fleet repair and maintenance.
- 14) Initiate and manage the issuance of fuel.
- 15) Carries out any other relevant duties as may be assigned by supervisor.

## THE PERSON

In order to be considered for this position, the applicant must have worked in a senior position for atleast four years and should possess the following:

### EXPERIENCE, KNOWLEDGE & EDUCATION/TRAINING

#### 1) Qualifications

- Must have a Master's Degree in Transport and Logistics, Mechanical Engineering, Business Administration, Public Administration, Social Work and Social Administration, Development Studies and Social Sciences.

#### *Other Professional Qualifications*

- Membership with professional bodies like CILT is an added advantage
- Proficiency in using reporting tools, statistical and Data Analysis

#### 2) Experience

- A minimum of 4 years' of post qualification experience in a large reputable organization in Transport management field
- **Age Limit: Between 30 - 35 years of age.**

#### 3) **Two Years working with large parastatal or busy commercial entity is a must.**

### SKILLS / COMPETENCIES

- 1) Must have Strong analysis and problem solving skills.
- 2) Good communication and coaching skills
- 3) Strong analytical and problem solving skills.
- 4) Strong attention to detail and highly organized.
- 5) High level of integrity.

All persons who believe they can clearly demonstrate their abilities to meet the criteria given above are encouraged to send their applications to [christine.amucu@nWSC.co.ug](mailto:christine.amucu@nWSC.co.ug) or [eunice.alanyo@nWSC.co.ug](mailto:eunice.alanyo@nWSC.co.ug); for hard copies please post to the attention of the **Senior Manager Human Resource**, National Water & Sewerage Corporation, Plot 39 Jinja Rd, P.O Box 7053, Kampala.

To be considered, your application must be received by close of business on **Monday 22<sup>nd</sup> September 2014 at 5.00 p.m.**

**Eunice Alanyo**

**MANAGER HUMAN RESOURCE**