



VACANCIES

JOB TITLE: Transport Officer

We have an excellent and exciting opportunity for a **Transport Officer**, to be based in **Dar Es' Salaam (With travel within Tanzania & Eastern Africa)** .

This position is responsible for safe, timely and cost-effective transportation of staff, documents, cargo and company assets using the company crew van and other assigned vehicles. The Transport Officer should provide reliable driving services while also managing routine transport logistics, vehicle care and compliance in support of ECSL's Ship Agency, supply chain and consultancy operations. Also, the Transport Officer May be required to work beyond normal hours to meet vessel/shipping deadlines.

DUTIES & RESPONSIBILITIES

Driving and Transport duties.

- Safely drive management, staff and company visitors to meetings, ports, airport, government offices and other business locations as assigned.
- Operate the company crew van for staff pick-up/drop-off, airport transfers and group travel and ensure punctuality by approved schedules.
- Collect and deliver urgent documents, samples, spare parts and light cargo between office, port, TRA, banks and client premises.
- Plan efficient routes to minimize fuel cost and time.
- Monitor traffic and adjust schedules with prior approvals.

Logistics & Administration.

- Maintain daily vehicle logbooks with mileage, fuel, destinations and purpose. Submit to HR & Admin Officer by 5th of each month.
- Monitor fuel consumption, obtain fuel as per company policy and reconcile fuel receipts monthly
- Liaise with Admin to schedule vehicle usage. Confirm bookings and inform users of any delays
- Assist with port passes, government office submissions and collection of permits/licenses as directed.

Vehicle Care & Compliance.

- **Maintenance:** Conduct daily vehicle checks-oil, water, brakes, tires, lights and report faults immediately. Ensure timely service per mileage/service scheduled
- **Cleanliness and Safety:** Keep crew van clean inside out and ensure first aid kit, fire extinguisher, spare tire and tools are available and valid
- **Compliance:** Adhere to all Tanzania traffic laws and company road safety policies.
- **Renew insurance, road license and inspection certificates through Admin.** Comply with legal, statutory regulations and company policies and attend to all incidents and accidents as required by law.

General Support.

- **Asset movement:** Assist in moving office assets, furniture and equipment during office modifications or events
- **Confidentiality:** Maintain confidentiality of passengers, documents and company information
- **Adherence to company set Standard Operating Procedures (SOP's) and policies**
- **Other duties:** Perform any other transport-related tasks assigned by HR & Admin Officer in line with company operations

Key Performance Indicators.

- 100%punctuality
- 100% smooth transport/driving
- 100% proper records.
- 100% transport compliance.
- 100% complete logs submitted by 5th monthly
- Zero preventable accidents
- Zero complaints on professionalism/safety

QUALIFICATIONS:

- NIT/VETA Certificate in Motor Vehicle
- Mechanics is an added advantage
- Valid Tanzanian Driving License Class C, C1 or E. PSV license preferred
- Minimum of 3 years professional driving experience preferred in logistics/shipping/corporate environment
- Experience of driving vans/buses required
- Knowledge of Dar es salaam roads, port areas and government offices

COMPETENCIES AND SKILLS:

- Honest, trustworthy and disciplined
- Safety conscious: Defensive driving skills and commitment to road safety
- Reliability: Available for occasional early mornings, late evenings or weekends as per business needs
- Smart, courteous and presentable always.
- Accurate and timely record keeping
- Fluent in Kiswahili and basic English
- Good communication, time management and customer service
- Remains calm and focused
- Ability to work under pressure with minimum supervision

Application procedure:

All interested candidates to fill in the [online application form](#) for further considerations. [Click here to view the application form.](#)

Deadline: **3rd June 2026.**