



**Job Title:** - Transport and Logistics Officer.

**Hours:** 40 hours per week

**Duration:** Permanent

**Organization:** Smart African Village Development Consortium. (SADO)

**Reports to:** Programs Manager.

**Duration:** Annual (Renewable )

**Location:** Smart African Development Consortium P. O. Box:800334

Ntinda Plot 1191, Masembe Road

### **Background:**

**Smart African Village Development Consortium** is seeking qualified and experienced persons for this position. The organization is committed to revolving around planning, coordination and optimization transportation and logistics processes to ensure smooth operations.

### **Purpose:**

Ensuring the efficient and effective movement of goods, services, and personnel within an organization or across supply chains.

### **Key Responsibilities.**

- Fleet Management
- Monitors transit of Organization property.
- Facilitates Courier services.
- Coordinates shipping.

- Assets management control.
- Vehicle and Motorcycle maintenance and repair.
- Preparing for procurement of logistics.
- Disposal of organization assets

### **Qualifications and Experience.**

- Bachelors of mechanical Engineering.
- 3years of experience.
- Bachelors of Administration and Community development
- Bachelors of Business Administration.

