



## **LEVY MWANAWASA MEDICAL UNIVERSITY**

Applications are invited from suitably qualified and experienced persons to fill the below mentioned vacancy at the Levy Mwanawasa Medical University (LMMU).

### **JOB TITLE: TRANSPORT OFFICER.**

### **JOB PURPOSE:**

Coordination and Management of transport activities, supervision of Drivers and Mechanics to ensure smooth running of the transport department.

### **PRINCIPAL ACCOUNTABILITIES:**

- a) Supervise the Drivers and Mechanics to ensure efficient use of Vehicles, fuel and Management of Time to achieve daily planned activities.
- b) Coordinate with all Deans, Programme Coordinators and Heads of Units to determine transport requirements and schedules on time for efficient allocation of transport.
- c) Plan the transport schedule to ensure students and staff are transported for routine activities.
- d) Ensure the vehicles are road worthy by appropriate use, routine service, maintenance and repair of all Utility and Pool Vehicles.
- e) Keep documents current such as registration, Insurance, daily vehicle logbooks and inspection reports.
- f) Manage fuel stock levels by monitoring usage in order to draw requests in time to ensure timely replenishment.
- g) Produce monthly fuel statements and reconciliation reports.
- h) Ensure that the vehicles are parked in the designated area at the required time.

## **QUALIFICATIONS, EXPERIENCE AND SKILLS:**

- a) Grade 12 School Certificate or its equivalent;
- b) Minimum of Diploma in Logistics and Transport Management;
- c) A Degree will be an added advantage;
- d) Minimum of three (03) years of work experience in a training Institution or reputable organization;
- e) Substantial experience in fleet management and logistics;
- f) Valid driver's license and a clean driving record;
- g) Recognized ability to work as part of a team;
- h) Demonstrate rational and logical thinking;
- i) Ability to manage personnel, multi-task, find solutions creatively and quickly;
- j) Excellent verbal and written communication skills;
- k) Registration with Zambia Chartered Institute of Logistics and Transport.

## **JOB APPLICATION PROCEDURE:**

Interested candidates who meet the stated requirements should apply enclosing the following: Letter of application, detailed Curriculum Vitae, Academic and Professional Certificates, names and contact details of three traceable referees.

Applications marked with the "POSITION" must be sent to:

The Registrar,  
Levy Mwanawasa Medical University,  
P.O. Box 33991  
LUSAKA

Or through email: [registrar@lmmu.ac.zm](mailto:registrar@lmmu.ac.zm).

Closing date: **19 April 2024**. Only shortlisted candidates will be contacted.