

## **ORGANIZATIONAL BACKGROUND**

JALI Transport Limited (JTL) is a subsidiary of JALI Investment Limited. Jali Transport Ltd was created to provide immediate and long term solutions to transportation needs in City of Kigali and the rest of Rwanda.

**Vision:** To be the most reliable professional transport services provider in Rwanda

**Mission:** To provide sustainable and most efficient transport services in Rwanda

JTL's primary objective is to improve travel conditions for public transport users in Rwanda and more enjoyable on-board environment for the passengers.

To make our mission and vision a reality, Jali Transport Ltd wishes to recruit qualified, experienced, talented, capable, and dedicated employees to fill the following position.

### **1. Director of Transport Operations (1)**

The main role of Director of Transport Operations is to direct and spearhead transport operations activities in his or her area of control.

Reports to: Managing Director

The following are responsibilities;

1. To be in charge of Transport Operations.
2. Planning for vehicle scheduling.
3. Follow up and handling accidents and customer complaints.
4. Inspects company vehicles and other property for evidence of abuse, damage, and mechanical malfunction and directs repair.
5. Determines need for changes in service, such as additional vehicles, route changes, and revised schedules to improve service and efficiency.
6. Submits written reports to management of Jali Transport Ltd with recommendations for improving service.
7. Reports disruptions to service.
8. Responsible for financial performance of vehicles and provision of related financial performance reports.
9. Ensure employees are performing assigned duties effectively and are evaluated in terms of performance.



10. Ensure employees treat passengers with dignity and respect.
11. Evaluate schedules for adherence, timeliness and record time required to load and unload passengers.
12. Add additional routes and vehicles and schedule regular maintenance for vehicles after consultation from Managing Director.
13. Ensure maintenance of vehicle is done on time to reduce down time, ensure vehicles are fuelled after work and invoices of fuel reflect actual fuel consumed.
14. Ensure that vehicles are clean and road worthy all times
15. Produce monthly reports to the Managing Director

### **Qualifications and Experience**


- Bachelor's degree in Statistics, Business Administration, Economics, Transport & Logistics Management
- Proficient in Microsoft Excel, Word and PPT.
- At least 3 years of experience in a Managerial position
- Experience in Transport Operations is an added advantage
- Must be between 30-45 years of age

### **Desirable attributes & Skills**

- Fluent in the local language Kinyarwanda and English, knowledge of French and Swahili is added advantage
- Accurate completion of multiple tasks while taking into consideration special assignments, frequent interruptions, changing priorities and competing deadlines
- Ability to establish, build and maintain effective working relationships with staff and clients.
- Strong training & facilitation skills

### **Application procedure**

- All interested and qualified candidates are invited to bring their applications with a cover letter, Curriculum Vitae, copies of their academic and professional certificates in the office of Human Resources and Administration not later than **4<sup>th</sup> April 2024 @ 17h00**
- Due to expected high volume of applications, only shortlisted candidates will be contacted.
- For more information, please call 0788779286 or 0788484284

  
**Innocent TWAHIRWA**  
**Managing Director**

