



Job Description

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Job Title Workshop General Manager	Job Location Arusha	Category -
Job Type Full Time	Job level Manager	Industry Tourism

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Tourism: 7 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The successful candidate will be a part of the senior management team. It should be an Automobile Engineer, coupled with a minimum of seven years of work experience in maintaining a fleet of not less than 150 diesel engine passenger 4X4 vehicles. Technical experience with four-wheel drive vehicles would be an advantage.

Responsibilities

- Exercising delegated authority from the General Manager for looking after maintenance of the entire fleet of 170 passenger vehicles, mainly consisting of Four-Wheel Drive vehicles, and maintaining proper vehicle operating cost records and inventories of spares.
- Exercising overall supervision of the work of the different teams of mechanics & Workshop Section staff; ensuring full implementation of the Company's all rules, regulations, and instructions.
- The incumbent will: Manage overall administration of the Company's workshop as follows: Approve purchase of vehicle spares; review and submit monthly cost per kilometer (CPK) reports to the management; analyze and monitor status of ageing fleet and its expenditures; Exercise overall supervision of the Workshop section's staff by providing technical advice wherever it is required; Arranging deployment of foreman, and preparing vehicle performance reports; Plan, integrate and coordinate the work of stores, purchases and responsible for keeping inventory at the minimum requirement level.
- Monitor adaptations of standard recommended repairs & maintenance procedures from automobile manufacturers such as Toyota, etc., as per the manual, and take corrective actions in educating the team of mechanics. Response to queries from drivers and mechanics to ensure adherence to the maintenance procedure recommended by the Automobile manufacturer. Ensure proper maintenance record-keeping of each vehicle and inventory accounting, and report vehicle operating cost reports to management. Arrange the end-of-month and year-end closure of stock issue reports in accordance with certified job-card documents, establishing the units and values of spares issued.
- Identify 'genuine' spares suppliers and negotiate spares prices with them. Ensure that the Company has sufficient levels of inventory of spares to meet its obligations at peak, high, and low seasons of tourism business; Be the custodian of keys of stores, vehicles parked within workshop area, work manuals, and vehicle maintenance files; Perform any other relevant duties as and when required.

Requirements

- Minimum of seven years of work experience in maintaining a fleet
- Technical experience with four-wheel drive vehicles would be an advantage.

Characteristics

Professionalism:

Proven conceptual, analytical, and evaluative skills. The ability to conduct independent research and analysis, identify issues, formulate options, arrive at conclusions, and make sound recommendations. A complete, in-depth grasp of the architecture of diesel engines and Four-Wheel Drive vehicles, with knowledge of their preventative maintenance and administration of inventories;

Leadership:

Strong managerial/supervisory skills. Good negotiating skills with the spares suppliers, good judgment, and decision-making skills. Ability to extend assistance and co-operation to the other heads of department in a team endeavor.

Managing Performance:

Ability to establish priorities and to plan and encourage performance, and coordinate and monitor the work of a team of mechanics, delegate appropriate responsibility, accountability, and decision-making authority.

Technological Awareness:

Sound computer skills, including proficiency in MS Office and experience working on ERP.

Communications:

Proven ability to write reports in a clear manner and effective oral communication skills. Demonstrated ability to learn the local 'Kiswahili' language and maintain effective work relationships with the entire staff of the workshop and drivers.

Teamwork:

Strong interpersonal skills and the ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment, with sensitivity and respect for diversity

Reporting To

Director/ General Manager

Driving Licence

Not Required

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