

**ICAP at COLUMBIA UNIVERSITY ZAMBIA
POSITION DESCRIPTION**

Job Title:	Transport and Logistics Assistant (05)
Reports To	Provincial Administrative Assistant & Fleet Controller (Lusaka)
Incumbent	Vacant
Location:	Various Districts – 4 Western and 1 North-Western Province
Start date:	October 2024

POSITION SUMMARY

Working under the supervision of the Administration Assistant, the Transport and Logistics Assistant (TLA) is responsible for basic daily office administration tasks, driving ICAP Project vehicle(s) on various assignments, proper accounting of fuel receipts, and vehicle maintenance. The TLA will ensure cost-savings through proper use of the vehicle by accurately maintaining the daily vehicle log sheets, weekly reporting of vehicle mileages, reporting of vehicle faults, and provides inputs to preparation of the vehicle maintenance plans and reports.

MAJOR ACCOUNTABILITIES

- Drives the ICAP project vehicles for the transportation of ICAP Project staff, authorized personnel, and materials.
- Runs errands as assigned such as: a) delivery and collection of mail, documents and other items, and b) meeting staff.
- Assist the programs team to formulate weekly route plans.
- Assist with administration tasks such as photocopying, scanning, and filing of documents as assigned by the supervisor.
- Assist with stores management and distribution of supplies and stationery to staff.
- Assist in regular physical inventory verification exercise.
- Ensures that the assigned vehicle is kept in good working condition at all times by doing daily vehicle physical checks and inspections.
- Account for fuel by keeping records of all receipts and updating the logbook on every refuel.
- Ensures cost-savings through proper use of the vehicle through timely report of vehicle faults and next service mileages, correct tyres pressure, and proper use of the 4-wheel drive.
- Provides inputs to the preparation of the vehicle maintenance plans and reports.
- Maintains accurate vehicle maintenance plans and keeps the project vehicles clean and in good running condition at all times
- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration book, vehicle logs, office directory, map of the city/country, first aid kit, and necessary tools in the assigned vehicle.
- Keeps track of insurance, road tax, and certificate of fitness.
- Follows the ICAP SOP's in case of a motor vehicle accident occurs.



- Performs other tasks as assigned by the supervisor.

EDUCATION

- Certificate/Diploma in Mechanics, Valid (Manual) driver's license, class B and above.
- Grade 12 certificate

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- Grade 12 certificate
- Certificate/Diploma in Mechanics, valid manual driver's license.
- A Certificate in Defensive Driving will be an added advantage.
- Minimum of five (5) years' work experience.
- Good communication skills
- Basic computer skills

Preferred Qualifications

- Certificate/Diploma in Mechanics, Valid driver's license

Travel Requirements

- Requires domestic travel of a minimum of 50-80% of the time