



Headquarters at Plot 15 Yusuf Lule Road, P.O Box 36316, Kampala, Uganda

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## **THE UGANDA NATIONAL OIL COMPANY LIMITED (UNOC) IS RECRUITING**

The Uganda National Oil Company (UNOC) Ltd was established under the Petroleum (Exploration, Development and Production) Act and the Petroleum (Refining, Conversion, Transmission and Midstream storage) Act, both of 2013 and incorporated under the Companies' Act, 2012. It is a limited liability company wholly owned by the Government of Uganda.

**The overall function of UNOC is to handle the State's commercial interests in the Oil and Gas industry and ensure that the resource is exploited in a sustainable manner.**

UNOC now invites applications from persons interested to develop their career with a dynamic results-oriented Company to occupy the following position:

**JOB TITLE: Transport Officer**

**REPORTS TO: Manager Logistics**

**JOB PURPOSE: Responsible for overseeing UNOC fleet, dispatching of Drivers, monitoring vehicle movement, ensuring timely and proper maintenance and repairs, tracking fuel usage and consumption rates.**

### **Essential Roles;**

1. Plan, organise and coordinate vehicle movements through proper supervision of all Drivers
2. Develop and implement guidelines and procedures for fleet management at the Company
3. Maintain proper inventory of all components of vehicles, and ensure they are maintained and checked frequently
4. Keenly track repairs and costs as part of monitoring and overseeing the repair processes
5. Prepare requisitions for servicing, repair and maintenance at the appropriate garages
6. The incumbent will assess and analyze the quotations submitted by Garages inclusive service, repairs, battery, seat cover and tyre replacement among others to determine value for money
7. The Transport Officer will propose improvements in the existing transport processes, systems and tools.

8. Track vehicle and fuel usage and consumption rates; ensure that potential problems or fuel misuse is raised to management.
9. Track vehicle registration and insurance and liaise with procurement to ensure these are always renewed in a timely manner.
10. Check and analyse UNOC vehicle logs information weekly, make corrections where necessary and sign off in each log to verify that this has been done.
11. Periodically collect vehicle logs from the field and review them for accuracy and follow up on field transport operations.
12. Collect daily and weekly vehicle checklists, verify their accuracy, and work with drivers to correct any problems.

### **Qualifications and Attributes;**

- a) Honours Bachelor's Degree in Mechanical Engineering or Automobile engineering from a recognized University/Institution.
- b) A Higher Diploma in Mechanical Engineering or Automobile engineering from a recognized University/Institution will be an added advantage.
- c) A minimum of three (3) years' experience in motor vehicle transport operations and management in a reputable Institution
- d) Demonstrated ability to assess potential mechanical problems and advise on preventive maintenance and repair procedures
- e) Possess a valid driving license.
- f) Ability to provide leadership to transport and mechanical staff
- g) Excellent verbal and written communication skills

### **Application procedure:**

Completed and signed Application Forms together with **certified** copies of academic certificates should be addressed and submitted in TRIPLICATE to the address below by 17:00 hours (5:00pm EAT) not later than **Friday, 14<sup>th</sup> December 2018.**

Applications delivered through courier or post office will also be received. Applications **must** include a cover letter, application form and supporting documents.

While we thank you for your interest, **only shortlisted** candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

UNOC is an equal opportunity employer. Applicants from the Albertine Graben are encouraged to apply. The Job Details and Application Form can be downloaded from **Careers** at [www.unoc.co.ug](http://www.unoc.co.ug)

**CHIEF EXECUTIVE OFFICER  
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