

TERMS OF REFERENCE FOR RECRUITMENT OF WORKSHOP MANAGER

ORGANIZATIONAL BACKGROUND

JALI Transport Limited (JTL) is a subsidiary of JALI Investment Limited which is also an investment company. JALI Transport Ltd was incorporated to provide immediate and long-term solutions to transportation needs in City of Kigali and the entire country.

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

Providing direct transportation services to the public such as;

1. Organizing transport systems in our areas of control by:
 - ✓ Ensuring that all areas are provided with adequate vehicles.
 - ✓ Ensuring that the standard of our services adhere to the general rules and procedures governing public transport sector.

2. Providing solutions to the current public transport problems such as increased traffic congestion in the city by replacing coasters and mini buses with larger city buses.

Jali Transport limited wishes to fill the below vacant position with qualified, experienced, talented, capable and dedicated individuals to join the team to make its mission and vision a reality. The position's details are as follows;

Position name: WORKSHOP MANAGER

Key responsibilities of Workshop Manager

- ✓ Monitor and ensure efficient use of workshop equipment at all times.
- ✓ Monitor and report on the number of repeat jobs and develop countermeasure.
- ✓ Follow up on driver complaints and ensure they are resolved in a timely manner.
- ✓ Maintain and control staff discipline in the workshop at all times.
- ✓ Ensure compliance to workshop policies and procedures by all staff in the workshop.

Responsibilities Day to Day/Weekly

- ✓ Evaluation of own & team work plans and reports.
- ✓ Ensure full utilization of workshop available labor and resources to achieve planned operational targets.
- ✓ Supervise technicians to produce quality work within allotted timelines.
- ✓ Ensure the most effective use of available time and equipment.
- ✓ Notifies the managing director the staff training needs for improving technical knowledge and job performance.
- ✓ Gives practical assistance, on-the-job training and technical advice to technicians.
- ✓ Inform the managing director on any unclear working instructions or costly extensions on the repair.
- ✓ Review and discuss weekly, activity and productivity reports with managing director.
- ✓ Submit weekly Work Shop reports for review.
- ✓ Ensure that company & legal policies & procedures are adhered to and followed by workshop staff at all times.

Skills and Competencies

- ✓ Ability to appraise and use IT packages and electronic communication methods.
- ✓ Tact, diplomacy and calmness, especially when dealing with drivers.
- ✓ An analytic mind and good numeracy skills.
- ✓ Excellent geographical knowledge.
- ✓ Good people management and coordination skills.
- ✓ Excellent financial acumen.
- ✓ Excellent negotiation and communication skills.
- ✓ Extensive knowledge of the transport sector in Rwanda.
- ✓ Good intuition to make crucial judgment calls.

Education level and experience

Bachelor's Degree in Mechanical Engineering, or any other relevant qualifications. The candidate must have relevant managerial experience of not less than 3 years in the same field. Fluent in Kinyarwanda and English and having knowledge in French is added competence

Remuneration

A competitive compensation and benefits package is offered

HOW TO APPLY

Motivated candidates who meet the requirements can submit their applications to Jali Transport Ltd's Head office at Muhima office in Human Resources office.

Application documents should enclose:

- Application letter addressed to Managing Director
- Detailed CV
- A notified Copy of degree and certificates;
- Copy of Identification Card
- Training and experience documents (if available)
- A list of three referees and their contacts

Only shortlisted candidates will be contacted. For more information, Please contact phone number +250 788484284 Application deadline: **1st April 2021 @5pm.**

Done at Kigali on 23rd March 2021



Innocent TWAHIRWA

Managing Director