JOB DESCRIPTION

A1	**Job title:**	Fleet Monitoring Supervisor
A2	**Department/Program:**	Kakira Transport and Logistics
A3	**Section:**	Transport and Logistics
A4	**Reports to (position):**	General Manager – Transport and Logistics
A5	**Supervises (Name of Positions):**	Shift Fleet Supervisors
B	**JOB DESCRIPTION**	

B1. The overall purpose of the job.

Is responsible for overseeing the daily tracking and monitoring of the fleet. Ensuring efficiency in fleet operations, and compliance with company policies. The roles involve using fleet tracking systems to analyze routes, reduce costs, and maintain safety standards while ensuring timely delivery of goods.

B2. Specific duties/ Accountabilities: *(List all accountabilities for the role)*

- To coordinate with GPS provider with installation and de-installation of tracking units.
- Make sure that all diesel trucks are calibrated properly and working efficiently.
- Diesel mileage should be checked daily for empirical usage and theft or variation monitored according to trip.
- Conducting physical inspection to ensure all vehicles and equipment have GPS tracking
- Monitoring driver performance.
- Able to sort out all technical issues related to GPS tracking.
- Daily discussion on diesel issues discussed with GM and a monthly report made.
- Help HR/Admn to monitor drivers' performance.
- Help and assist invoice clerks / logistics coordinator to collect PODs and other documents required from the driver.
- Reviewing and auditing the fuel reports.
- Providing on-demand detailed reports of vehicle locations from the GPS data base.
- Gathering data to develop improvement plans for vehicle routing.
- Monitor over speeding and take disciplinary action.

C. Knowledge, qualifications & Experience
C1.   Education:

- Bachelor's degree in logistics, Supply Chain, Business Administration or a related field.

C2.   Experience, Skills, and Competencies:
A proven experience in fleet management, logistics, or transport tracking

- Familiarity with GPS tracking systems and transport management software
- Strong communication skills
- Analytical thinking and attention to detail.
- Problem – solving ability and decision- making under pressure
- Proficiency in MS Office (Excel Word, PowerPoint).