



Job title: Tracking Officer
Work Location: Hariss International Limited – Kampala, Uganda
Division / Department: Transport
Reports to: Transport & Distribution Manager

Essential Duties and Responsibilities:

- Track vehicle by GPS system
- Track fuel usage and consumption rates
- Ensure that potential problems or fuel misuse is raised to management
- Monitoring truck driver performance
- Ensuring strict compliance with company regulations by drivers.
- Identifying on-road exceptions and taking immediate remedial action.
- Coordinating and responding to emergency situations.
- Compile the monthly fuel reports
- Submit regular and comprehensive monthly reports to the supervisor on vehicle movements and problems
- Track Field Office transport personnel and vehicle movements
- Report any fuel theft or misuse immediately.
- Performs any other Assignments imposed by Management.

Education and/or Work Experience Requirements:

- A minimum of a Diploma in a relevant discipline.
- A minimum of 2 to 3 years' experience in a similar role in a busy environment.

Key Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

Equal Employment Opportunity Policy



All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

Hariss International is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.