

## **VACANCY ANNOUNCEMENT**

Prime Trucking Services Africa Ltd, a DP World Logistics Rwanda Company, would like to recruit qualified and experienced **Fleet Manager**

### **Job Profile**

#### **Key Responsibilities**

##### **Fleet Operations Management**

- Plan, coordinate, and monitor daily fleet operations to ensure timely and efficient delivery of goods
- Allocate vehicles and drivers according to operational requirements and customer needs.
- Track fleet movement and performance using GPS/telematics systems.

##### **Maintenance & Compliance**

- Develop and implement preventive maintenance schedules to minimize downtime.
- Ensure all vehicles are roadworthy, compliant with Rwandan transport regulations, and meet safety standards.
- Maintain accurate vehicle documentation, licenses, and insurance records.

##### **Cost & Performance Management**

- Control fuel consumption, maintenance, and repair costs to achieve budget efficiency.
- Monitor fleet utilization and propose cost-saving measures.
- Analyze operational data to optimize routes and improve turnaround times.

##### **Team Leadership & Development**

- Supervise, train, and evaluate drivers and support staff.
- Ensure compliance with company policies, health and safety standards, and customer service expectations.
- Implement driver performance monitoring and safety programs.

##### **Reporting & Stakeholder Management**

- Prepare and present fleet performance, cost, and compliance reports to management.
- Liaise with Clients to ensure service quality and contract requirements are met.
- Act as the primary point of contact for fleet-related issues.

##### **Requirements and Qualifications**

- Bachelor's degree in Logistics, Transport Management, Mechanical Engineering, Business Administration, or related field.
- Minimum **5 years' experience** in fleet management, logistics, or transport operations.
- Proven knowledge of vehicle maintenance, road safety, and transport regulations in Rwanda.
- Experience managing large fleets and supervising drivers in a high-volume logistics environment.
- Proficiency in fleet management systems, GPS tracking, and MS Office tools.
- Strong leadership, organizational, and problem-solving skills.

Excellent communication skills in English; knowledge of French or Kinyarwanda is an added advantage

##### **Key Competencies**

- Strong attention to detail and ability to work under pressure.
- Analytical mindset with a focus on cost efficiency and operational excellence.
- High integrity, accountability, and commitment to safety.
- Customer-focused with ability to meet and exceed client expectations.

**How to apply:** Interested candidates should send their updated Curriculum Vitae, academic credentials, and application letter addressed to Head of Human Resource DP World Rwanda on [info.dpworldkigali@dpworld.com](mailto:info.dpworldkigali@dpworld.com) than 17th October 2025.

**Juliet NAIGA**  
Head of Human Resource  
Prime Trucking Services Africa Ltd  
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