

VACANCY ANNOUNCEMENT

DP World Logistics Rwanda, would like to recruit qualified and experienced **CFS Team Leaders**

Job Profile

- Manage stowage of cargo in the assigned zone to maximize storage space.
- Ensure goods are properly identified with updated bin cards and regularly verified.
- Oversee the accuracy of Tally Clerks' reports and approve Tally Reports.
- Approve Arrival Notices issued by Documentation Clerks.
- Issue daily inventory and shift performance reports.
- Manage warehouse equipment, approve daily machine checks, and plan maintenance schedules.
- Ensure warehouses remain clean, organized, and dust-free at all times.
- Intervene in cases of congestion at the CFS, investigate, and take corrective action.
- Engage, motivate, and coach teams to deliver results with an owner's mindset.
- Conduct periodic performance reviews with reporting personnel and track departmental performance against set objectives.
- Foster positive relationships with the labour workforce through daily engagement.
- Ensure risk assessments are carried out using "Take Time" and "Stop Work Authority" procedures.
- Implement and enforce safe working procedures in line with organizational HSE commitments.
- Conduct regular proactive safety inspections and report findings in the GHSE system.
- Provide guidance on HSE concerns and ensure compliance across the team.

Requirements and Qualifications

- Bachelor's degree in supply chain management, Business Administration, or a related field.
- 1-3 years of relevant experience in procurement or supply chain management (experience in a multinational organization is an added advantage).
- Basic computer skills, including proficiency in MS Office (Word, Excel, PowerPoint) knowledge of Terminal Operating systems is an added advantage.
- Ability to establish, build and maintain stakeholder relations
- Strong analytical, negotiation, and communication skills.
- Health and Safety legislation with the ability to cascade the message to the workforce

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 than 8th August 2025.

Juliet NAIGA
Head of Human Resource
DP World Logistics Limited, Rwanda
Kigali Logistics Platform

