

## Personnel Transport Superintendent

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Company: Airswift

Location: Maputo

Category: other-general

## PERSONNEL TRANSPORT SUPERINTENDENT

**Location:** Maputo, MZ

**Contract duration:** 6-months contract – with extension

**Project:** Mozambique

**Open for:** Expatriates

**Work Schedule:** Monday - Friday

**Recruitment Partner:** Airswift

**Keywords:** Oil and Gas, Transportation, Transport, Personnel Transport, Superintendent, Site Logistics, Fleet Management.

### Our Company

As a global leading provider of engineering, procurement and construction management expertise to the energy, chemicals, and resources sectors we are proud to be able to expand our team in Wilton and we have partnered with Airswift to support our recruitment plans in 2024.

We are currently recruiting for a Regulatory Compliance Engineer to be placed in Nanterre, FR and would be on a 6-month contract with the possibility of extension. The main function is to Establish, maintain and implement project procedures related to regulatory compliance,

ensuring adequate reporting to project management and the client.

## **Responsibilities**

### **Management of a fleet of light and light commercial vehicles (60+) and professional drivers (50+)**

Ensure efficient operations; optimized usage of the available resources (vehicles and drivers) to deliver road transport services with highest possible satisfaction rate wrt. availability of drivers/cars and on time arrival/departure.

Ensure that the vehicles are serviced in accordance with Vehicle Maintenance program (as per warranty) and are used in accordance with Manufacturer's manual and best practices.

Analyze In-Vehicle Monitoring data aiming at identifying the behaviors leading to extra fuel consumption, increased fatigue and/or use of mechanical parts. Propose corrective actions.

Organize vehicle inspections, audit/inspection of the service shops.

Participate to ICT audit launched by Headquarter.

### **Management of personnel transportation**

Ensure smooth coordination and control transportation of personnel by road (project, affiliate, and eligible contractors' personnel)

between Maputo International Airport, Office, hotels, or residence.

between Afungi airstrip and Site camp.

between Pemba airstrip and Muxara Base.

In field (Afungi, Pemba) or in Maputo province

Ensure smooth coordination with Travel team in charge of personnel booking on chartered and commercial flights between Maputo, Afungi and Muxara.

Oversee Journey Management Plan requirement prior to allocating a vehicle/driver. Ensure

that JMP is delivered to Security Control Room prior the departure and that driver acknowledges instructions.

Develop use of DaWinci solution for road transport requests.

### **Management of Contractors (vehicles and drivers services contractors)**

Coordinate and chair if necessary daily, weekly toolbox meetings to enforce road safety awareness, promote professional discipline amongst drivers.

Oversee drivers' administrative needs (overtime, work schedule, leave plans, payment submission to recruitment agencies etc.)

Prepare contractual strategy, scope of work for the contracts, evaluate CFTs. Ensure respect of the Terms and Conditions. Perform audits, Service Quality Meetings.

Implement and follow-up cost performance.

Ensure that all drivers are available, ready, and prepared to handle the daily work assignments, missions.

Participate in recruitment, mobilization, and induction of new drivers.

### **Management of car-related services (Fuel, cleaning/washing, maintenance, and repairs)**

Ensure proper management of the fuel cards allocated to Company vehicles.

Ensure monthly fuel reconciliation based on report from TotalEnergies Marketing & Services and monthly consumption [Maputo and Pemba] – similar activity for Afungi.

Ensure reconciliation of other car related services.

Plan services and maintenance activities to minimize potential impact on operations and requests for pool car services.

Ensure smooth communication with personnel to whom a car was assigned to whenever the cars need service, repairs etc.

## **HSE :**

Ensure strict compliance with relevant Company Rule, Affiliate Road Driving Policy – all activities are performed with the highest level of consideration to HSE risk Management,

Ensure that the drivers remain up to date with regards to their trainings, compliance with Highway code and Mozambique regulation.

Develop, keep up-to-date Road driving action plan(s)

Analyze incident reports, Anomalies reported by drivers and/or clients.

Supervise or participate to road risk assessment in Maputo, Afungi and Pemba.

Oversee activities from the two appointed Land Transport Correspondents aiming at enhancing road safety awareness.

Assist the Road Safety Coordinator, Land Transport Correspondents with Road Safety awareness campaigns. Attend Road Safety Committees.

Participate in HSE rewarding/sanctioning of the professional drivers for best driving safety performance.

## **Reporting, Audit, Methods**

Implement KPIs for land transport operations and participate in the definition, implementation and monitoring of action plan(s).

Consolidate HSE reporting (manhours, fuel consumption and GHG emissions...)

Gather “lessons learned” and provide feedback to feed Road Safety network (HQ)

## **Cost and Budget**

Review invoices with transport team. Ensure that all expenditures are duly documented.

Ensure proper and effective (cost) controls – approve quantities on the Service Completion Certificate or equivalent.

## Skills / Qualifications

Education: Bachelor of Engineering, Logistics Management or equivalent

Minimum 5 years' experience in fleet management and/or operations.

In-depth knowledge of the SADC traffic regulations, road network

Mechanical knowledge or background would be a plus.

Cause Tree Analysis, (road) Risk Assessment

## The next step

We have an exceptional team in place, and we are pleased to be able to appoint a further person to our growing business. We are aware that you may not 'tick all the boxes', but if you believe you can genuinely offer some valuable skills and experience to our business, please in the first instance contact our recruitment partner Airswift.

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