



Job Title: **Logistics Coordinator**

Location: **Bujumbura, Gitega**

Terms of Reference

➤ ABOUT WEZA POWER

Weza Power is a dynamic and growing energy distribution company focused on providing sustainable and reliable electricity across Burundi. As part of our mission to expand access to energy and contribute to the country's development, we are seeking talented and dedicated professionals to join our team and support the growth of our operations. We are committed to fostering an inclusive and diverse work environment where every team member is empowered to make a difference.

➤ JOB PURPOSE

The Logistics Coordinator is responsible for the end-to-end management of transportation, fleet, and distribution operations. This includes proactive tracking of shipments prior to arrival, oversight of customs clearance, and verification of all supporting documentation. The role ensures the secure, timely, and compliant movement of materials and equipment from entry points to warehouses, regional facilities, and project sites, with particular emphasis on the main warehouse and operational hub in Gitega. In addition, the Logistics Coordinator directs fleet operations including GPS monitoring, driver supervision, fuel management, and maintenance scheduling, while establishing and enforcing logistics and fleet policies in alignment with Weza Power standards, national regulations, and donor requirements.

➤ KEY RESPONSIBILITIES

Transport & Distribution

- Track goods during international transit (air, sea, or land) and maintain visibility of shipment status.
- Review and verify shipping documents (invoices, packing lists, permits, exemptions) prior to arrival.
- Plan and schedule deliveries from HQ and Gitega warehouses to sites and FBBUs.



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- Consolidate transport requests and issue delivery plans.
- Track shipments end-to-end with ERP and GPS systems.
- Engage third-party carriers when internal fleet capacity is insufficient.

Customs Clearance & Compliance

- Liaise with customs brokers and authorities to ensure timely clearance of goods.
- Supervise clearance processes, escalate risks of delays or penalties, and ensure compliance with national regulations and donor-funded exemptions.
- Verify documentation completeness and accuracy (bills of lading, import permits, certificates of origin).
- Confirm safe transportation of cleared goods to warehouses or sites, ensuring all HSES and Security measures are applied.

Fleet Management

- Manage fleet utilization, assignments, and trip approvals for HQ and regional operations.
- Guarantee safe operations by ensuring drivers operate vehicles responsibly, vehicles remain roadworthy, and all passenger and cargo movements are conducted securely and in line with HSES standards.
- Monitor GPS/telematics for route adherence, driver behavior, and exceptions.
- Maintain preventive maintenance schedules and service records.
- Administer fuel card/voucher usage and reconcile consumption data.
- Ensure vehicle documents (insurance, registration, inspections) remain valid.
- Supervise driver rosters, licenses, and training.
- Lead incident and accident reporting in collaboration with HSES and Security.

Policies & Procedures

- Draft, update, and enforce Fleet Operations Manual, Driver Handbook, and SOPs.
- Implement strict controls for anti-corruption and compliance with WB/IFC donor regulations.
- Conduct audits on fuel use, GPS reconciliations, and vehicle documentation.

Reporting & Systems

- Maintain accurate data in ERP and telematics platforms.



- Prepare weekly/monthly reports on delivery performance, fleet utilization, and costs.
- Forecast transport requirements and constraints.
- Support budget planning and monitor expenditures against approved forecasts.
- Conduct analysis of logistics and fleet data to identify efficiencies and provide recommendations for cost optimization

Stakeholder & Vendor Management

- Serve as main contact for logistics queries across departments.
- Manage relationships and SLAs with external carriers, fuel vendors, and garages.
- Supervise and coach drivers and dispatch personnel.

➤ **KEY COMPETENCIES**

- Strong skills in transport planning, dispatching, and fleet oversight.
- Hands-on experience with ERP and GPS/telematics systems.
- Knowledge of maintenance planning, fuel controls, and cost management.
- Analytical and detail-oriented with strong reporting capabilities.
- Strong communication and stakeholder coordination.
- Integrity, compliance orientation, and proactive enforcement mindset.

➤ **QUALIFICATIONS**

- Bachelor's degree in Logistics, Supply Chain, Transport Management, Business Administration, or related field.
- 4 - 6 years of logistics/transport operations experience, with at least 2 years in fleet management.
- Experience in utility, infrastructure, or donor-funded environments is an asset.
- Valid driver's license required. Defensive driving certification preferred.
- Proficiency in MS Office, ERP, and GPS/telematics tools.
- Strong organizational and planning abilities.
- Excellent communication, management, and problem-solving skills.
- French – Advanced (fluent in both written and spoken communication).
- English – Advanced (fluent in both written and spoken communication).
- Kirundi – Basic (basic understanding or ability to communicate in common phrases).



➤ HOW TO APPLY

Interested candidates are requested to submit their application file in a **single PDF document** via email to weza.power@infinitygroup.bi with the subject line **“WEZA POWER Recruitment – Logistics Coordinator”**.

The application file must include the following documents:

- A cover letter addressed to the Managing Director of INFINITY GROUP,
- Two (2) updated CVs (one in French, one in English), including three (3) professional references (and their contact details).
- A copy of the National Identity Card (CNI) or Passport,
- Copie(s) of certified diploma (s),
- Professional service certificate(s).

The deadline for submitting applications is **Thursday, October 16, 2025, at 11:59 PM (GMT+2)**.



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