

POSITION: Driver (3 Positions)

REPORTS TO: HR and Operations Manager

LOCATION: Dar es Salaam

Job summary

The incumbent will support the town errands and field work activities, while strictly observing Tanzania traffic guidance and CIHEB Tanzania policies and regulations related to the usage of vehicles. He/She will also facilitate planned maintenance, routine vehicle services and minor repairs to the vehicle assigned to.

Key Responsibilities:

- To manage and drive CIHEB Tanzania vehicle to which s/he is assigned to in accordance to Tanzania laws and CIHEB Tanzania policy and as specified by supervisor
- To inspect the vehicle before and after a journey to ensure that it is in a good condition to minimize wear and tear of the vehicle
- To timely prepare and submit vehicle performance reports after each journey
- To ensure that all vehicle movements are recorded in the vehicle log-sheets and that the vehicle is used for authorized purposes only
- Maintain drivability of vehicles, and supplies of all essential equipment of the vehicle
- To identify vehicle faults, promptly report to the supervisor and advise on appropriate repairs and services as necessary
- Schedule regular vehicle inspection and servicing strictly according to manufacturer's recommendations or better
- To verify records of all work done on each vehicle and on the respective job cards
- Interact with visitors in a manner that is representative of CIHEB Tanzania
- To carry out any other office activities as assigned by supervisor including errands to the banks, the airport, the post office, etc

Qualification & Skills

- Secondary school education

- Advanced Driver's Certificate Grade Two from the National Institute of Transport (NIT) or Vocational Education Training Authority (VETA)
- Advanced Driver's Certificate Grade One from the National Institute of Transport (NIT) or Vocational Education Training Authority (VETA) as an added advantage
- Certificate of Motor Vehicle Mechanics Grade II as an added advantage
- Valid and accident-free Class C Tanzania Driver's License
- At least three years work experience in vehicle driving and mechanics in other International NGOs or similar organizations
- Ability to speak and write in both English and Kiswahili
- Demonstrated ability to work well with both international and national staff – Good interpersonal skills

Instructions for Submitting Applications:

- All applications should be submitted electronically to: HR@cihebtanzania.org
- All applications should include a cover letter that details one's suitability for the job highlighting key functional areas, expected qualifications, and experiences.
- Candidates should attach a CV/Resume that highlights one's key achievements in areas relevant to the job.
- Job-related qualifications and experience are the basic minimum requirements that each applicant must meet to be considered for interviewing.
- Applications should include 3 references that are familiar with applicant's work experience. References should include contact information including daytime phone, and e-mail address.
- All applicants should include daytime phone and email contact information.
- The deadline for application is 19th December 2024 at 5:00PM EAT. Applications received after the deadline will not be considered.

CIHEB Tanzania is an equal opportunity employer and encourages all qualified persons to apply regardless of gender, religion, ethnicity, or any other status variable.