



Job Title: Driver

Location: Dodoma

Project: AID 012590/08/9 Diverse Food System

Objectives:

- Driving, maintenance of vehicles, delivery of people and goods.

Expected Results:

1. Ensuring the proper maintenance of vehicles.
 2. Ensure proper driving of organization vehicles.
 3. Safe and timely delivery of documents, goods, staff, and authorized partners to their respective destinations.
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Specific Tasks and Activities

With regards to Expected Results 1: Ensuring the proper maintenance of vehicles

1. Conduct periodic checks on service tags to ensure timely vehicle servicing.
2. Regularly check vehicle conditions (e.g., tires, lights, fluids, fuel, battery) and report any problems promptly.
3. Ensure vehicles are clean and in good condition at all times.
4. Check vehicle conditions before any travel.
5. Keep vehicle documents in order and ensure they are valid.
6. Always ensure vehicles are fueled and equipped with a complete spare parts kit for emergency repairs.
7. Supervise and follow up on vehicle service and maintenance by mechanics; fill in vehicle maintenance logs.
8. Provide regular receipts for all expenses (fuel, spare parts, service).
9. Perform other duties as assigned by the supervisor.

With regards to Expected Results 2: Ensure proper driving of organization vehicles

1. Drive Doctors with Africa CUAMM vehicles to and from authorized destinations.
2. Be responsible for project cars assigned to you.
3. Fill and maintain vehicle log sheets daily.
4. Complete the travel authorization register daily.

5. Assist the Accountant/Logistician with logistics-related tasks as needed.
6. Support other projects or coordination offices when required.
7. Perform other duties as assigned by the supervisor.

With regards to Expected Results 3: Safe and timely delivery of documents, goods, staff, and authorized partners

1. Follow the timetable prepared by the CUAMM office and promptly inform the supervisor of any changes.
 2. Ensure passenger and vehicle safety at all times while on duty.
 3. Oversee the safe loading of vehicles, ensuring materials are securely tied and covered if necessary.
 4. Perform other duties as assigned by the supervisor.
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Required Qualifications and Experience

- Valid driving license.
 - Minimum of 2 years working experience with an international NGO as a driver.
 - Proven proficiency in oral and written English.
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Hierarchical Relations within CUAMM Organogram

- **First Supervisor:** Accountant/Logistician
- **Second Supervisor:** Nutrition Coordinator

Duty Station

Doctors with Africa CUAMM Office – Dodoma

Availability

- Starting: Beginning of February 2025
 - **Contract Duration:** 9 months
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Application Process

Send your CV, a copy of your driving license, and a motivation letter to tanzania@cuamm.org.

Subject: Application for the position of Driver, Dodoma

Deadline: 24th January 2025