

VACANCY ANNOUNCEMENT

Job Summary

Position: Driver – 2 posts
Reports To: Program Administrator
Work Station: Kilimanjaro & Mwanza
Apply By: 10th February 2025

Institute Overview

Ifakara Health Institute (IHI) is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

Position Summary

Ifakara Health Institute is seeking a skilled candidate to fill the role of driver. The primary responsibility of this position is to safely operate office vehicles, provide superior customer service on assigned routes, and ensure the vehicle complies with regulations in line with the organization's standards.

Duties and Responsibilities

- Drive office vehicles to transport authorized personnel.
- Perform pre- and post-trip inspections of vehicles, documenting and reporting any mechanical or safety issues.
- Interact courteously with customers (both internal and external), ensuring professional and timely service.
- Assist with loading and unloading of materials from vehicles.
- Collect and deliver mail and other communications to/from the post office, government agencies, and other institutions.
- Maintain the assigned vehicle, including checking oil, water, battery, brakes, and tires; perform minor repairs; arrange for other repairs; and ensure the vehicle is kept clean.
- Log all trips, daily mileage, fuel consumption, oil changes, and other relevant vehicle data.
- Follow IHI rules/policies and traffic regulations in the event of an accident.
- Carry out banking, financial, and other outdoor messenger duties as needed.
- Support general office tasks, such as photocopying, faxing, scanning, relieving reception staff, handling incoming/outgoing calls, screening visitors, and maintaining storerooms.

Qualification and Experience

- A minimum of an 'O' level pass
- A valid driving license in categories B, C, D and E
- A minimum of 5 years' experience in a busy office environment, preferably within an NGO setting.
- Be fluent in English Language, written and oral and a good command of Kiswahili

Ifakara Branch

Off Mlabani Passage
P.O. Box 53 Ifakara
Phone: +255232931572

Dar es Salaam Office

Plot 463 Mikocheni
P.O. Box 78,373 Dar es Salaam
Phone: +255222774756

Bagamoyo Branch

Kingani Area
P.O. Box 74 Bagamoyo
Phone: +255232440065

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Skills and Competencies

- Customer service-oriented, with a strong desire to meet and exceed expectations.
- Professional, courteous, and trustworthy, while maintaining pride in one's work.
- Strong time management skills, ensuring duties are completed safely and efficiently.
- Ability to work in all weather conditions and perform physical tasks, including repetitive lifting, pushing, pulling, and climbing.
- Excellent verbal and written communication skills.
- Ability to read and interpret maps accurately.

Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **17:00hrs on Monday, February 10th 2025**. All e-mail application subject lines should include: **Driver – NEST 360 project. Only shortlisted applicants will be contacted for interview.**

Important note: This position is open to applicants residing in Mwanza and Kilimanjaro Region only.

Human Resources Manager
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Email: recruitment@ihi.or.tz

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