



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Driver	Job Location Katavi	Category -
Job Type Full Time	Job level Intermediate	Industry Non-profits (NGO)

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Non-profits (NGO): 5 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Driver will be responsible for driving authorised personnel and delivery and collection services.

Responsibilities

- Drives office vehicles for the transport of authorized personnel
- Collects and delivers mail, and other communications from and to the post office, government agencies and other institutions
- Responsible for the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tyres etc., performs minor repairs and arranges for other repairs to ensure that the vehicle is kept clean;
- Logs all trips, daily mileage, gas consumption, oil changes, greasing etc;
- Ensures that in the event of an accident, rules/policies and traffic regulations are followed;
- Carry out banking/financial and other office out-door messenger duties;
- Packs material received for dispatch, affixes labels, inserts material in envelopes and franks outgoing mail;
- Other office duties such as photocopying, faxing, scanning, relieving at the reception, handling of in-coming/outgoing telephone calls, screening of visitors, etc

Education & Qualifications

- **Class C** Driving license

Requirements

- Experience in working with NGOs as a driver.

Reporting To

Operations Manager

Driving Licence

Required

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