



Job Description

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Job Title Driver	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Construction

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Driver ensures the safe and efficient transportation of members within the project as well as goods and items within specific deadlines and to assigned destinations while maintaining the highest standards of professionalism and confidentiality.

Responsibilities

- Maintain vehicles in good condition to minimize breakdown risks and ensure passenger comfort.
- Conduct regular maintenance checks and basic repairs, such as checking oil, water, battery, brakes, tires, and replacing bulbs or tires.
- Ensure compliance with vehicle paperwork and documents as per regulations and internal procedures.
- Deliver and pick up mail, correspondence, and parcels promptly to facilitate effective communication.
- Report accidents or incidents immediately to the supervisor and follow necessary procedures.
- Record all trips accurately in the logbook according to organizational procedures.
- Execute logistical and administrative tasks to support project activities as required.

Education & Qualifications

- Secondary School Certificate (CSEE).
- Advanced Driving Certificate from VETA or NIT.
- Valid driving license class C.

Requirements

- 3 to 5 years of professional driving experience with a safe driving record.
- Proficiency in Kiswahili and English communication.
- Basic skills in minor vehicle repairs and maintenance; vocational training in auto maintenance and repair is advantageous.
- Clean traffic police record.
- Knowledge of major roads and city plans in the assigned regions.

Characteristics

- Integrity and professionalism, adhering to ethical and moral standards with personal accountability.
- Ability to remain calm in stressful driving situations, such as rush hours.
- Excellent organizational and time management skills.
- Discretion, autonomy, proactivity, teamwork spirit, and ability to work under pressure.

Driving Licence

Required

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