



Job Description

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Job Title Executive Driver	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Banking
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

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

Summary

- The Executive Driver will serve as the personal chauffeur to the Chief Executive Officer (CEO).
- The successful candidate will play a crucial role in ensuring the CEO's safe and efficient transportation, while maintaining the highest standards of professionalism and confidentiality.

Responsibilities

Transportation Services:

- Safely and efficiently transport the CEO to and from various locations, including meetings, events, and appointments.
- Plan and navigate optimal routes to ensure timely arrivals, considering traffic conditions and potential roadblocks.

Vehicle Maintenance:

- Regularly inspect and maintain the CEO's vehicle to ensure it is in excellent working condition.
- Coordinate with the designated maintenance service providers to address any issues promptly.

Safety and Security:

- Prioritize the safety and security of the CEO during all transportation activities.
- Adhere to all traffic rules and regulations, and exercise defensive driving techniques.

Professionalism and Confidentiality:

- Uphold the highest standards of professionalism and confidentiality at all times.
- Demonstrate a keen understanding of the sensitive nature of the CEO's role and maintain discretion regarding their schedule and activities.

Communication:

- Effectively communicate with the CEO regarding transportation arrangements and any changes to the schedule.
- Coordinate with executive assistants and other staff members to ensure seamless logistics.

Education & Qualifications

- At least O-level certificate
- Fluent in Kiswahili and English

Requirements

- 3-4 Years' experience as an Executive Driver in Banking Industry
- Proven experience as an Executive Driver, preferably for Class C-level executives in a corporate setting.
- Valid driver's license with a clean driving record.
- Familiarity with local traffic patterns and routes.
- Strong knowledge of vehicle maintenance and safety protocols.
- Excellent communication and interpersonal skills.
- High level of professionalism, discretion, and integrity.

Characteristics

- **Class C** Driving license

Driving Licence

Required

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