



Job Description

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|--|--------------------------------------|----------------------------|
| Job Title Office Driver and Logistics Support | 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

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|--------------------------------|------------------------------|---|
| Min Budget - | Max Budget - | Primary Industry Banking: 2 Years |
| Secondary Industry - | Primary Category - | Secondary Category - |
| Certificate - | Qualification - | |

Summary

KfW Development Bank (KfW) finances development projects in developing and emerging countries on behalf of the German Government. It is part of the KfW Group, founded in 1948 and based in Germany, and is one of the world's leading promotional banks. In Tanzania, KfW supports sustainable economic development, environmental protection, and social development initiatives, including infrastructure, energy, biodiversity, and water supply, through its East Africa Sales team.

KfW Bank is looking for an Office Driver and Logistics Support staff member who will support the smooth, safe, and efficient operation of the Tanzania office. The role involves providing professional driving services for staff, visitors, and guests, while also supporting logistics, administrative tasks, and general office operations.

The ideal candidate will be reliable, trustworthy, and service-oriented, with strong communication skills in English and Swahili and a willingness to work in a dynamic international environment. The position requires flexibility, professionalism, and a strong commitment to operational support, including occasional overtime, weekend work, and upcountry travel.

Responsibilities

Driving and Transportation

- Safely transport staff, visitors, and official guests.
- Coordinate daily movement schedules and transport logistics.
- Ensure vehicles are clean, roadworthy, and well maintained.
- Maintain logbooks, mileage, and fuel records.
- Report maintenance issues promptly.

Logistics and Office Support

- Support office logistics, including meeting and event arrangements.
- Deliver and collect documents, parcels, and materials.
- Run official errands and support procurement-related deliveries.
- Assist in coordination of office supplies and logistics.

Guest and Visitor Support

- Receive and assist visitors and guests professionally.
- Support transportation arrangements for visitors.
- Act as a point of contact for incoming guests.

Administrative and Reception Support

- Assist with basic administrative tasks.
- Provide occasional reception support when required.
- Support filing, documentation, and records management.

Other Duties

- Support small research or information-gathering tasks.
- Participate in on-the-job training and development activities.
- Perform any other duties assigned by management.

Education & Qualifications

- Certificate or Diploma in a relevant field is an advantage.
- Valid Tanzanian Driving Licence with a clean driving record.
- Defensive Driving Certification is an advantage.
- Good command of English and Swahili (spoken and written).
- Basic computer skills (MS Office) preferred.

Requirements

- 2–3 years of professional driving experience.
- Experience in international organizations, embassies, NGOs, development partners, banks, or corporate institutions preferred.
- Experience in logistics or administrative support is an advantage.
- Familiarity with Dar es Salaam and upcountry routes.

Characteristics

- High integrity, honesty, and trustworthiness.
- Professional appearance and conduct.
- Strong sense of responsibility and accountability.
- Reliable, punctual, and flexible.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality.
- Willingness to learn and take on additional responsibilities.
- Ability to work under pressure and adapt to changing needs.

Driving Licence

Required

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