



ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION

VACANCY ANNOUNCEMENT

Title: **Project Driver**

Department: **Human Resources and Administration**

Location: **Dar es Salaam**

Reports To: **Senior HR and Admin Manager**

Classification: **Full-time**

How will you fight for an AIDS-free generation?

Under the overall guidance and supervision of the Senior HR and Administration Manager, the Project driver ensures that EGPAF staff and official visitors/consultants are driven safely to meetings, workshops, and other work-related destinations; and that the EGPAF vehicle under in charge is maintained in an optimal working condition. The driver provide logistical support and back up to operations department as required and advised from time to time by the supervisor.

No two days are alike at EGPAF, but what can you expect in this role?

Logistics Support

- Drives EGPAF staff and officials to meetings, field trips and other destinations on official business.

- Collects and delivers mail, packages and equipment; and maintains records of all deliveries and distributions.
- Performs pick up duties from various points as directed by the supervisor
- Work with respective departments to follow up on various permits and VAT related matters.
- Work to clear various EGPAF shipments at different levels
- Assist in receiving, packing, labelling and distributing parcels to different destinations as advised from time to time
- Perform purchase duties as may assigned from time to time.

Vehicle Maintenance

- Ensures that the assigned vehicle is compliant with the EGPAF minimum operating standards and Foundation Vehicle use Policy requirements.
- Performs minor repairs, arranges for regular maintenance and ensures that the vehicle is clean and in good running condition at all times.
- Ensures safety and custody of the vehicle, including tools.
- Ensures availability of all the required documents/supplies including vehicle insurance, registration, logs, office directory, map of the city/country, first aid kit, and necessary spare parts are in the assigned vehicle.
- Ensures that, in the event of an accident involving the office vehicle, the necessary steps required by rules and regulations are followed.

Administrative Support

- Prepare Administrative reports
- Maintains records for vehicles, logs official trips, records daily mileage, records the use of fuel vouchers, and keeps records on consumption.
- Keeps track of insurance and other tax formalities
- Assist office staff in filing, photocopying and maintaining stores when required.
- Assists in the mailing and distribution of letters and publications
- Collect and distribute mails as directed by the administrative assistant
- Follow up on utility invoices and deliver cheques on the specified period of time
- Coordinate safety and security of office environment
- Provide coordination support with office commodities.

Other duties

- Provide back up in the operations department in absence of other operation team members
- Perform other reasonable duties as may be assigned from time to time by the supervisor

To be successful, you will have:

- Certificate of Secondary Education
- Driving Certificate from a Reputable Driving College
- Certificate of Advanced Driving Course from NIT or VETA
- Clean Class C driving License
- Clean Driving History and Promising Driving record

- At Least Three years of work experience as a driver, with International Organizations preferably USAID
- Long Distance driving Experience
- Good Oral communication ability in both Swahili and English
- Flexibility and ability to work with different people

Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) is on a mission to create a world where no mother, child, or family is devastated by HIV and AIDS, and we are making an impact. We are a proven leader in the global fight to end HIV and AIDS, and an advocate for every child to live a full and healthy life into adulthood. For more than 30 years, EGPAF has been a leader in meeting urgent needs in pediatric HIV and AIDS in the world's most affected regions. We carry out our values of passion, innovation, teamwork, leadership, integrity, excellence and equity every day, while maximizing our impact in the communities we serve. Join us on our fight for an AIDS-free generation!

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) began supporting HIV and AIDS programming in Tanzania in 2003 and established a country office in 2004. Ever since, in close collaboration and partnership with the Ministry of Health Community Development, Gender, Elderly and Children and Presidents Office Regional Administration and Local Government, EGPAF expanded scope to supporting quality comprehensive and integrated HIV, GBV, TB and Family planning services in the supported regions. Recently, EGPAF in collaboration with consortium partners Amref Health Tanzania, Engender Health, D-tree International and Matchboxology won the U.S. Agency for International Development

(USAID)/Tanzania Afya Yangu Northern is designed around client – centred approaches to address gaps in HIV, TB and Family Planning (FP) service delivery, while continuously building and transferring the capacity of local stakeholders for sustainable and country- led ownership. USAID Afya Yangu Northern will focus on intensely on direct service delivery across all regions in early project years, ensuring that gaps to epidemic control are identified, and tailored solutions are designed to meet the needs of vulnerable populations

As a global, multinational and multicultural organization, EGPAF believes that diversity in the workplace enriches our work and enhances our impact and effectiveness. We believe that employees have the right to work in a climate of mutual respect and integrity that promotes dignity and respect for all, and that enables them to reach their full potential. The Foundation is committed to advancing diversity, equity, inclusion, and belonging (DEI&B).

EGPAF is an equal opportunity employer and affords equal opportunity to all employees and applicants for employment regardless of race/ethnicity, color, religion, sex, national origin, age, disability or genetics. In addition to country law requirements, EGPAF complies with US laws governing nondiscrimination in employment in every location in which the Foundation has facilities.

The Foundation does not charge any fees at any stage of the recruitment process. If you are asked to pay a fee at any stage of recruitment, please contact fraud@pedaids.org

HOW TO APPLY

EGPAF is an equal opportunities employer and the position is open to all. Qualified candidates should submit a CV, cover letter and relevant certificates explaining how the experience detailed in the CV will contribute to the requirements of the position and references to EGPAF.

Submissions to be sent to the below Link:

Link to
job: <https://phe.tbe.taleo.net/phe02/ats/careers/v2/viewRequisition?org=PEDAIDS&cws=41&rid=2853>

You Can also apply Via

www.pedaids.org/careers

Closing Date: 25th November

Only shortlisted candidates will be contacted.