

Job Description

Job title: Project Driver
Job location: Chalinze District Council, Pwani region
Reports to: NTD Programme Manager
Responsible for: N/A
Department: Neglected Tropical Diseases

Job purpose

To provide reliable and safe driving services to staff, partners/ goods and assist with transport related logistics. The driver will also be responsible to oversee the vehicles are maintained in a cost-effective manner by overseeing routine and preventive maintenance.

Principal accountabilities:

1. Transport of persons, goods and / or documents (Function type: Logistical Support)

- Provide transportation for programme staff and related partners.
- Follow up the driver planning, and scheduling using project Calendar and register transportation requests.
- Deliver/distribute project goods to the respective districts.
- Deliver correspondence to project partners as may be required.
- Facilitate pick-ups for project visitors and transportation during official visits.

2. Service vehicle maintenance management

- Schedule periodical vehicle examination for service.
- Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition.
- Ensure sound running of the vehicles assigned and arrange minor repairs where necessary - Check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside.
- Keep track of timely car insurance renewals.
- Update monthly mileage records - Maintain logbook of each service vehicle on daily basis.

3. Carry out any other instruction related to the job as may be assigned from time to time aimed at improving the overall performance of the organization.

4. The post holder will be required to sit for prolonged periods of time and will be asked to regularly conduct manual labour duties, such as lifting

Jobholder entry requirements - *the essential knowledge, skills and behaviours required*.

Knowledge (Education & Related Experience):

- Valid driver's license and clean driving record.
- Must be able to pass criminal background check.
- Previous professional experience driving preferred; training may be provided.
- Able to work night, weekends, and holidays as needed.

- Understanding of government partners including the Ministry of Health and local government authorities.

Skills (special training or competence):

- Interpersonal, communication skills
- Able to work well alone
- Reliable and punctual with dedicated professionalism to job and duties
- Able to adapt to changing schedules or routines, Organized and able to follow a schedule
- Good time management skills
- Able to assist staff/passengers when needed
- Focused on customer service
- Demonstrate safe driving practices

Core behaviours:

- Flexibility
- Communicating and influencing
- Team working
- Planning and organising
- Change and improvement
- Decision making
- Delivery and implementation

Key relationships

Internal

- Country Director
- Finance and Support Services Manager
- Programme Manager/Officers
- Office support staff

External

- Partners (Regional and District based authorities)
- Trachoma Consortium partners
- Consultants
- Service Providers
- Government agencies
- Community leaders
- Programme beneficiaries

Other Comments: Local terms and conditions will apply.

Date as of: 19/06/2023

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