



Job Description

JOB TITLE: Driver

Reports to: Senior Operations Coordinator

Location: Dar es Salaam, Tanzania

Travel: Frequent domestic travel within Tanzania.

Requisition number: DRIVE003657

TechnoServe Background:

Everyone deserves the opportunity to build a better future. This simple idea has been at the heart of [TechnoServe's](#) work around the world for over 50 years. TechnoServe is a pioneer in leveraging the power of businesses and markets to create sustainable pathways out of poverty.

The low-income communities in which we work are full of enterprising people. Their small-scale farms and businesses are the keys to economic development. But they face many challenges: low literacy, lack of access to jobs and markets, unpredictable political dynamics and, increasingly, the effects of climate change. For many women and young people, the challenges are even more daunting. Working with TechnoServe staff, people around the world are lifting themselves out of poverty. The results are amazing...when incomes increase and living conditions for families get better, they are able to access health care and education previously out of reach. Communities and even whole countries are better off.

Program Description:

The Inspiring Good Nutrition Initiatives Through Enterprise (IGNITE) will build on the foundations of the Technical Assistance Accelerator Prelude (TAAP) program to achieve increased motivation and fortification capability of millers leading to increased proportion of fortified staple foods and conversion of a critical mass of millers to improved FF practices across at least eight countries.

IGNITE will facilitate the activation and expansion of a catalytic collective impact initiative – the Millers 4 Nutrition (M4N) coalition – to globally coordinate and locally implement an ultimately sustainable model for delivery of technical assistance (TA) and other services to millers. These TA services, and associated engagement platforms, will establish business cases and motivate

and develop capabilities of food processors to improve their performance in the fortification of selected staple foods and condiments, and thereby to achieve large-scale and relevant (contributing to the diets of large proportions of populations in countries where staple FF has been identified as part of national nutrition strategies) coverage on a sustained basis. The IGNITE program will be implemented in eight priority countries namely Bangladesh, Ethiopia, India, Indonesia, Kenya, Nigeria, Pakistan and Tanzania.

Position Description:

The driver is expected to drive TechnoServe passengers within Tanzania as required, take proper care of assigned vehicles, implement TechnoServe's Travel and Vehicle Policy for Tanzania, provide administration and general support to the Dar office and IGNITE team.

Primary Functions & Responsibilities:

Driving Support

- Drive staff for business-related purposes as requested.
- Ensure all necessary vehicle documents (e.g. insurance, registration documents, etc.) are present in the vehicle and up to date.
- Take care of vehicles tools and cleanliness.
- Accurately fill in the vehicle log book with details of each journey.

Vehicle Maintenance

- Immediately report any accidents, technical faults or failures, damages, and maintenance needs to the appropriate staff member, and to note details in the vehicle log book.
- Ensure that assigned vehicle(s) are completely equipped with a first aid kit, spare tire, working flashlight and batteries, vehicle jack, wheel brace and a tool kit (spanner, wrench, tyre removers, patch kit, etc.).
- Keep track of the scheduled service time of the vehicle in order to make sure that servicing is performed on time.
- Report to supervisor any vehicle defects that need repair.

Office Administration

- Assist in the administration of office resources and arrange for the repair and maintenance of office equipment as directed.
- Support the administration of office sundries, stationary and office cleanliness

Other Duties as Assigned

- Undertake any other duties as assigned by your manager

Required Skills and Experience:

- Form Four level of education
- Basic driving and mechanics certificates
- A minimum of 5 years' experience in long trips driving
- A valid driving license
- The ability and willingness to travel nationally, sometimes to remote locations

- Good communication skills in both Kiswahili and English
- Flexible, reliable, adaptable, responsible and team-oriented.
- Ability to balance multiple priorities and meet demanding deadlines
- Ability to work both independently and as part of a team.
- Strong interpersonal and cross-cultural skills.
- Experience working with staff from diverse backgrounds

Success Factors:

Competency is a combination of knowledge, skills and abilities (KSAs) directly related to successful performance on the job.

Core Competencies include:

- **Integrity and honesty:** Is widely trusted; seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; does not misrepresent himself or herself for personal gain.
- **Team Work/ Relationships:** Works co-operatively and flexibly with other members of the team with a full understanding of the role to be played as a team member and/or leader, to achieve a common goal. Ability to build and maintain effective relationships and networks.
- **Learning attitude:** Proactively takes advantage of opportunities to learn. Actively identifies new areas for learning; applies and shares new knowledge and skill appropriately.
- **Diversity/Inclusiveness:** Demonstrates an understanding and appreciation for diversity and supports diversity efforts. Interacts effectively with and inclusively with people of all races, cultures, ethnicities, backgrounds, religions, ages, and genders.
- **Communication:** Expresses ideas effectively in individual and group situations. Listens effectively; shares information, ideas and arguments; adjusts terminology, language and communication modes to the needs of the audience; ensures accurate understanding; acts in a way that facilitates open exchange of ideas and information; uses appropriate non-verbal communication.
- **Decision making/Problem Solving:** Is able to analyze situations, diagnose problems, identify the key issues, establish and evaluate alternative courses of action and produce a logical, practical and acceptable solution. Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary.
- **Results Oriented/ High Quality Deliverables:** Stays focused on the efforts necessary to achieve quality results consistent with programmatic or departmental goals. Demonstrates the ability to achieve effective results; works persistently to overcome obstacles to goal achievement. Accomplishes tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks.
- **Planning & Time Management:** Establishes a course of action for self and/or others to accomplish a specific goal. Effectively plans, schedules, prioritizes and controls activities; identifies, integrates and orchestrates resources (people, material, information, budget, and/or time) to accomplish goals. Prioritizes work according to the program or department's goals, not just own job responsibilities; manages own time effectively.
- **Business Acumen:** The ability to use information, ask the right questions and take decisions that make an impact on the overall business performance.

Technical Competencies

- **Internal Client Focus:** Client Focus is based on the ability to understand the client's needs and concerns in the short to long-term and to provide sound recommendations and/or solutions.
- **Innovative Mindset:** Curious inquiries, asks questions and seeks out information from multiple sources, learns from mistakes, sees change as an opportunity.
- **Compliance and Governance:** Compliance with road traffic rules and knowledge of company policies

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