



JOB TITLE: Drivers (4)

(m/f) – Tanzania

Category: National

Location:

Kigoma, Mwanza, Pemba, Dar es , Tanzania

Reference: 20707

Final date for application: 28 February 2024

Enabel is the Belgian development agency. Our mission is to build a sustainable world where all live under the rule of law and are free to thrive. With our partners, we offer solutions addressing pressing global challenges – Climate Change, Social and Economic Inequalities, Urbanisation, Peace and Security, Human Mobility – and promoting Global Citizenship.

We have over 20 years' experience in areas ranging from education and health care to agriculture, environmental protection, digitalisation, employment and governance. Enabel's expertise is eagerly sought-after by partners around the globe – ranging from the Belgian government, European Union institutions, governments of other countries and the private sector. We work with civil society, research institutes as well as businesses and we foster fruitful interaction between development policy and other areas.

With over 2,100 staff, Enabel manages more than 200 projects in more than twenty countries, in Europe, Africa and the Middle East.

enabel.be

Background

Enabel is operating in Tanzania as a public limited company under public law with a social purpose in accordance with article 7 (iii) of the General Agreement between The

United Republic of Tanzania and The Kingdom of Belgium on Development Co-operation signed on 16th of October 2002, and the introduction Letter from the Embassy of Kingdom of Belgium N° 2018/023 signed on 25th January 2018 on the transformation from BTC into Enabel.

In this collaborative effort, Enabel plays a pivotal role in fortifying national systems by prioritizing an integrated territorial approach, which notably involves enhancing coordination and collaboration among stakeholders across various territories. Moreover, Enabel operates through several programs funded by the European Union, executed in close collaboration with local authorities, and involving both local and international partners.

To optimize support for these interventions, we are seeking passionate drivers who resonate with our values and are enthusiastic and result oriented.

Job description

Under the hierarchical authority of Administrative Assistant, the driver ensures safe and efficient transportation of people or goods/ items within specified deadlines and to the assigned destinations, thereby upholding the organization's image and reflecting its values (respect of passengers and road users, respect of regulations, avoidance of uncivil behavior). The Driver will provide support to the projects located in Dar es Salaam, Pemba, Kigoma and Mwanza.

Your tasks and responsibilities

- Transport people and goods to the assigned destination timely and safely.
- Keep vehicles in good and well-maintained condition in order to minimize risks of breakdowns and to keep the vehicle in good and neat condition for passengers.
- Take the vehicle to the garage for inspections and maintenance,
- Carry out basic maintenance check and repair i.e check oil, water, battery, brakes, tyres, replace tyres, bulbs etc
- Perform minor routine repairs and ensure vehicle services and repairs are carried out properly in accordance with the manufacturer's specifications.
- Keep vehicle papers or documents in compliance with the law, internal procedures, etc. in order for the vehicle to be used under existing regulations and to avoid problems in the event of an accident, police check, etc.
- Deliver and pick-up mail/correspondence and parcels in order to ensure speedy and effective transmission of information or goods.
- Ensure that an acknowledgment of receipt of transmitted mail is provided to the Administrative Assistants
- Report accidents or incidents immediately to the supervisor and ensure that the necessary procedures are followed in case of involvement in an accident (accident report with the police, insurance declaration, repair agreement with the insurer, etc.)
- Record all trips in the logbook as per the organisation's procedures

- As a support staff, execute logistical and administrative tasks in order to support the implementation of projects activities.

Your profile

- Tanzanian national

Qualification and Experience

- Secondary school Certificate (CSEE)
- Advanced Driving Certificate from VETA or NIT
- A minimum of 5 years' professional driving experience with a safe driving record
- A Valid Driving licence class C
- Proficient to effectively communicate in Kiswahili and English
- Possess basic skills in minor vehicle repairs and maintenance. Vocational training in auto maintenance and repair would be a plus.
- Clean Traffic police Record
- Exhibit knowledge of major roads and city plans in the assigned regions.

Personal Attributes

- Integrity and professionalism, setting and demonstrating the highest ethical and moral standards and a strong sense of personal accountability.
- Ability to remain calm in stressful driving situations (e.g., rush hours).
- Possess excellent organizational and time management skills.
- Exhibit personal qualities such as discretion, autonomy in work, proactivity, teamwork spirit, and ability to work under pressure

Applicants are also required to commit to the vision, mission, and values of Enabel, see for more information: [Enabel](#)

We offer you

- An exciting, interesting and diverse position in an international environment.
- Type of contract and duration: Contract for Specific Period, 24 months
- A salary package that comprises the monthly gross salary, in accordance with our salary scales (Class 1A), and more benefits such as health care insurance, 13th month, holiday allowance
- Relevant recognized experience for the function will be valorized.

Estimated start date: 01 April 2024.

Are you interested?

Apply here on-line with an application letter and your updated CV, at the latest by 28 February 2024.

Only applications that are registered here via our on-line portal will be considered.

Every person who fulfils the conditions listed in our job advertisements may apply. Enabel is committed to equal opportunities and diversity in its workforce. We do not discriminate on the basis of gender, origin, age, religion, sexual orientation, disability status or any other factor other than competence.

Candidates residing in the respective regions are encouraged to apply! Selection will involve testing, practical exercise as well as interviews.

APPLY HERE