



Position: Driver

Location: Dar es Salaam, Tanzania

Duration: 1 year

Starting Date: February 23, 2024

Closing Date: March 1, 2024

About QC: Qatar Charity (QC) is a non-governmental organization working in both relief and development. With a considerable regional capacity, QC is a leading humanitarian organization in the East Africa region committed to transforming adversity into revival for the world's most vulnerable populations. By working with beneficiaries and communities, QC is keen to develop the links and continuum between relief activities and long-term community development projects.

In the performance of its activities in cooperation with different humanitarian and development partners, Qatar Charity is committed to the principles of partnership such as equality, transparency, responsibility, and integration. QC is also committed to the fundamental humanitarian principles of independence, neutrality, and impartiality.

For the last three decades, Qatar Charity has achieved both consistent and considerable growth in terms of its operations and institutionalization and is currently working in more than 70 countries across the world, with field offices in 40 countries.

QC has a membership of the United Nations Economic and Social Council Since 1997; and is a member of various fora and networks the recent being the START Network. QC is a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs since 2009.

The main purpose recruiting is to fill the position below:

- To provide driving support to the organization, while adhering to standard driving regulations and the Tanzanian Highway Code

Job Requirement: (Education and Qualification)

- Certified professional driving training (preferred);
- Fluent English & local language.
- Excellent knowledge of the city and major motorways in Tanzania.
- Not less than 3 years' experience in professional driving.

Essential Competencies / Skills:

- Valid category B driving license since at least 3 years.
- To be over 18.
- Demonstrable defensive driving skills (in town and on dirt roads);
- Good communication skills.
- Basic routine maintenance and vehicle handling skills;
- Excellent knowledge of the city and major motorways in Tanzania and (state) in particular;
- Willingness to be flexible and prepared to contribute to the company in other duties as required.

Job Role and Responsibility:

- Perform daily vehicle checks and report maintenance needs promptly;
- Drive carefully and safely at all times in line with international driving standards, and checks to ensure that passengers, other road users and the vehicle in his care are safe;

- Ensure that all vehicle reports are duly approved and prepared on a Weekly basis; records of fuel and maintenance costs made available to supervisor on or before scheduled dates
- Maintain a professional appearance by ensuring good personal hygiene, and wears a clean and ironed uniform at all times;
- Ensure that adequate knowledge of the destination and route is gathered before departure;
- Maintain assigned vehicle in a clean and roadworthy state at all times;
- Ensure that approval for repairs is always obtained before taking the vehicle to the garage;
- Ensure adherence to transport policy on vehicle usage;
- Establishes good and considerate working relationships with all staff in the organisation, demonstrating respect for their own roles and responsibilities;
- Be available outside standard hours in case of emergency and during missions;
- Undertake missions work in provinces other than normal location with overnight allowance if necessary;
- Ensure compliance with local administrative procedures required in the event of an accident;
- Be responsible for in-vehicle equipment;

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder and line manager.

Extent of authority

Reports to the Manager.

Special relationships and contacts

Establish and maintain good working relationships with all programmes staff.

Mandatory Requirements

- Must be Tanzanian citizen
- Fully aware of Tanzania municipal regulations, policies and procedures and local laws.
- Understanding of the Qatar Charity cultural and political environment.

Personal Attributes

- The incumbent must also demonstrate the following personal attributes:
- Be honest and trustworthy.
- Be respectful and flexible.
- Possess cultural awareness and sensitivity and demonstrate sound work ethics.

The Main Objectives of the Job:

The Driver will be expected to provide driving support to the teams as well as other short term and long-term technical specialists thereby aiding in the delivery of both Programmes goals and objectives.

HOW TO APPLY:

Interested and qualified candidates should forward their CVs and a motivation letter to: qctanzania@qcharity.org by COB March 1, 2024, mentioning the position they applied for in the email title.

Please bear in mind that only short-listed candidates will be contacted.

QC will carry out screening checks and will take out references on your behalf.

No phone calls are accepted. We are equal opportunity employer.