



Position Title: Chauffeur (MSG) (All Interested Candidates)

Announcement Number: DaresSalaam-2024-041

Hiring Agency: Embassy Dar Es Salaam

Open Period: 08/08/2024 - 08/22/2024Format MM/DD/YYYY

Vacancy Time Zone: GMT+3

Series/Grade: LE - 1015 3

Salary: TZS TSh17,879,915 /Per Year

Work Schedule: Full-time - 45 HRS PER WEEK

Promotion Potential: LE-3

Duty Location(s): 1 Vacancy in Dar Es Salaam, TZ

Who May Apply/Clarification From the Agency: All Interested Applicants / All Sources

Summary:

The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of **Chauffeurs** in the General Services Section.

Duties

Serves as a Chauffeur in the US Embassy motor pool with responsibility for seeing to the safety and comfort of passengers in transit, proper loading and unloading of vehicles and security of cargo when assigned to drive truck. As required, act as a messenger in delivering invitations and other various documents.

Major Duties and Responsibilities:

1. Operates all terrain and passenger vehicles and flat-bed trucks: **60%**

Performs routine duties and may act as a messenger in delivering documents or invitations to other embassies, government bodies or associated U.S. Agencies and may be assigned up-country trips. Must communicate in English on the radio anytime he is in the vehicle.

2. Responsible for safety operation and maintenance of Embassy vehicles assigned: **20%**

Schedule and deliver vehicles to the garage for tune-ups. Responsible for proper loading and unloading of vehicles, security of cargo and safety of passengers on transit. Also assist visitors and TDY-ers at the airport when necessary.

3. Makes daily appropriate entries on trip tickets and record in the systems through WEB PASS: **20%**

Immediate preparation of accidents report and advises Motor pool supervisor of any vehicles defects.

Qualifications and Evaluations

Requirements: EXPERIENCE: Must have three (3) years driving experience from private corporations or government agencies.

JOB KNOWLEDGE: Must be familiar with local traffic laws and area traffic patterns. Should have thorough knowledge of roads and streets in Dar es Salaam. Must be familiar with simple auto mechanics.

Education Requirements: Completion of Primary School is required.

Evaluations: LANGUAGE: Mandatory: Level III (Good Working Knowledge) Speaking/Reading/Writing English is required. Level III (Good Working Knowledge) Speaking/Reading/Writing Swahili is required. (This may be tested)

SKILLS AND ABILITIES: Must be able to learn the proper operation of the Vehicle radios. Must have class C local driver's license appropriate to drive all types of vehicles and motorcycles.

Required Documents:

To qualify based on education, you **MUST** submit the requested degree and transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

All Applicants:

- Primary School Certificate
- Proof of Citizenship

- Driver's License class "C"
- Work Permit

APPLY HERE