



## **JOB TITLE: Project Driver**

### **Overview**

The Project Driver provides support to the success of the project by providing safe and reliable transportation of its staff, partners' staff, consultants, and program participants, including providing operational and logistical support to ensure smooth implementation of office activities

**Reporting to:** Program Assistant

**Position supervised:** None

**Location:** Zanzibar

**This position will be closed on September 24, 2024**

### **Responsibilities**

#### **Program Support**

- Work closely with field programmatic, and technical teams to ensure the timely delivery of planned activities.
- other program Coordinate program training, including but not limited to training venue identification; training facilities logistics arrangement in collaboration with teams at the office.
- Ensure the coordination of the program technical team in their technical support to the annual Health Plans and budgets meetings for strategies in the government budgets.

- Coordination of weekly/monthly programmatic updates for updating leadership and technical team.
- Provide administrative and logistical support to project teams working in the region to ensure all travels are timely planned and executed, including advance time TAR's preparation and reconciliation.
- Ensure copies of regional program service vendors' contracts are well filed to fasten approval processing of claims.
- Set up and maintain an electronic and hard copy filing system for the project documents.
- Work with Front Desk Officer to update and maintain a contact list of partners and ensure office communication is kept live.
- Perform other duties as directed by your immediate supervisor to ensure the sound functioning of the office and achievement of project goals.

### **Driving**

- To safely, reliably, and time consciously drive project staff, partner staff, consultants, visitors, and project participants for business purposes.
- To operate in strict compliance with the Jhpiego, JHU, and USAID vehicle management policies and procedures and the Republic of Tanzania highway traffic code.
- To drive defensively, avoiding and handle any unexpected events caused by other road users.
- To ensure the assigned vehicle is only used for official project purposes.
- Complete the vehicle mileage log after each trip and ensure travellers sign off. Present the log at the end of each month to the Administrator for analysis.
- To exercise a high level of security consciousness all the time when driving including locking windows/doors and observe other drivers driving behavior
- Ensure the assigned project vehicle is always parked in a safe location and at recommended time.
- Track vehicle insurance and licensing expiry dates and notify the Transport Officer
- Report any accidents to the Transport Officer/Transport Manager and the relevant authority immediately and get references where possible plus particulars of the Driver, registration number, and insurance policy number, in case of involvement with other motor vehicles.

### **Vehicle maintenance**

- Ensures assigned vehicle is in sound and operable condition at all times.
- Ensure assigned vehicle is clean at all times
- Track vehicle servicing dates and notify the Transport Officer/Transport Manager
- Request through Maintenance requisition form to perform routine service/vehicle repairs and notify the Transport Officer/Transport Manager in writing if major repairs are necessary
- To complete the vehicle maintenance log each time a fault is noted or a vehicle is serviced or repaired and present the log at the end of each month to the Transport Officer/Transport Manager for analysis

- Maintain emergency equipment in the vehicle, first aid kit, spare tyre, towing rope, water supplies, etc.

### **Office Support**

- Provide routine office support services as instructed by the Regional Manager and other senior staff
- Perform any other duties as may be assigned.

### **Required Qualifications**

- Secondary school education,
- Must possess a valid Tanzanian Driver's license - Class C.
- At least five years of relevant work experience, preferably with an international organization
- Must have the Advanced Driving Certificate from the National Institute of Transport (NIT)
- Pleasant personality and willingness to follow and implement instructions.
- Requires a self-starter who does not need a lot of active supervision or detailed instructions in order to perform his/her regular duties.
- The Driver must be able to handle various assignments, sometimes under pressure of deadlines.
- Willingness to work long hours
- He/she must be cooperative, hardworking, adaptability, as is the ability to project a professional and consistent image.
- Both internal and external clients must see the Driver as a person of competence, high integrity, capable and dependable.
- Ability to speak, read and write English

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