



## **JOB TITLE: Project Driver- Arusha, Tanzania**

FULL TIME | ALLIANCE BIOVERSITY & CIAT | TANZANIA

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### **THE ORGANIZATION**

The Alliance of Bioversity International & CIAT delivers research-based solutions that harness agricultural biodiversity and sustainably transform food systems to improve people's lives. Alliance solutions address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation.

The Alliance works with local, national, and multinational partners across Sub Saharan Africa, Latin America and the Caribbean and Asia, and with public and private sectors. The Alliance is part of CGIAR, a global research partnership for a food-secure future, dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources and ecosystem services.

### **About the position**

The Project Driver will be responsible for driving field staff to the various research sites of Breeding-CIAT projects in the Tanzania and provides technical service to CIAT vehicles. The Driver will work closely with scientists and support staff on bean projects. The Driver will work closely with the bean breeding staff, Administration and Logistics team and interact

with scientists, visitors, government stakeholders, and interns and students in various projects.

### **Key duties & responsibilities**

- Facilitate the delivery of parcels, correspondence and other relevant materials to various offices and companies as required.
- Operate CIAT program vehicles and tractors as instructed, ensuring the safe and efficient transport of staff and visitors.
- Undertake long-distance travel with or without CIAT staff as required, complying with all traffic as well as CIAT rules and regulations.
- Always keep the vehicle and tractor clean and in good condition and ensure that all necessary documents (such as insurance and driving licenses) are up to date.
- Carry out routine checks and maintenance on the vehicle and tractor, including checking oil, fuel, brakes, lights, windscreen wipers, water levels and Tyres pressures.
- Maintain a comprehensive record of vehicle maintenance to ensure compliance with service schedules and to alert the supervisor and logistics team in advance when the vehicle is due for service.
- Maintain a proper logbook and prepare a monthly vehicle movement report.
- Provide general assistance to CIAT staff and visitors.
- Assist with field activities as requested by technicians.
- Document all work carried out, fuel consumption and complete all necessary forms. Report accidents, incidents, and unusual occurrences in a timely manner.
- Carry out any other duties as delegated by the Administration and Operations Team.
- Driving and operation of the tractor during field activities at the station
- Maintenance of the tractor and all the hitched implements as well

- Assisting the field activities during travelling days as required by the technician

## Requirements

- Minimum of O-Level secondary education or equivalent.
- Minimum 3 years' experience, preferably in an international organization with regional exposure.
- Clean and valid Class C driving licenses and certificate of good conduct.
- Mechanical training or basic knowledge of automobiles and the ability to carry out minor repairs and preventive maintenance.
- Basic computer application.

## Terms of employment

This position is a nationally recruited position based in Arusha, Tanzania. The initial contract will be for one year subject to a probation period of three months and is renewable depending on performance and availability of resources.

This position is graded at BG 02 level, with entry basic salary of 574,277.00 Tanzania Shillings in a scale of BG01 to BG14 (BG14 being the highest level according to the Alliance job classification framework policy). We offer a competitive salary and excellent benefits including but not limited to insurance, retirement plan, staff training and development, paid time off and flexible working arrangements.

The Alliance Bioversity-CIAT is committed to fair, safe, and inclusive workplaces. We believe that diversity powers our innovation, contributes to our excellence, and is critical for our mission. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability statuses, sexual orientations, marital status, and gender identities. Female candidates are strongly encouraged to apply.

## Applications

Applicants are invited to visit <https://alliancebioiversityciat.org/careers> to get full details of the position and to submit their applications. Applications **MUST** include reference number **RFP 103969- Project Driver** as the position applied for. Cover letter and CV should be saved as one document using the candidate's last name, first name for ease of sorting. The Alliance collects and process personal data in accordance with applicable data protection laws.

Note: The Alliance does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The Alliance also does not concern itself with information on applicants' bank account. Cover letter and CV should be saved as one document using the candidate's last name, first name for ease of sorting. The Alliance collects and process personal data in accordance with applicable data protection laws.

Applications closing date: 11th October 2024

Please note that email applications will not be considered.

Only short-listed candidates will be contacted.

**APPLY HERE**