



## **JOB TITLE: Driver**

- Mbeya, Tanzania
  - Project/Program Management
  - 5109
- 

### **Job Description**

#### **Overview**

#### **Join the HJF Team!**

The Henry M. Jackson Foundation for the Advancement of Military Medicine (HJF) is a nonprofit organization dedicated to advancing military medicine. We serve military, medical, academic and government clients by administering, managing and supporting preeminent scientific programs that benefit members of the armed forces and civilians alike. Since its founding in 1983, HJF has served as a vital link between the military medical community and its federal and private partners. HJF's support and administrative capabilities allow military medical researchers and clinicians to maintain their scientific focus and accomplish their research goals.

This position will be in support of HJF Medical Research International, Inc. Tanzania (HJFMRI) program.

HJFMRI is seeking to hire **2 Drivers** to ensure the efficient transportation of HJFMRI staff, partners, and goods across program-supported sites and administrative areas in Tanzania. This role involves driving staff to their destinations in a comfortable, safe, and timely manner, while maintaining the assigned vehicle in

a clean and well-functioning state. The driver also ensures compliance with the Tanzania Road Traffic Act, applicable laws, and HJFMRI policies and procedures. This position reports directly to the **Logistics Manager**.

### Responsibilities

- Safely and promptly transport HJFMRI staff, partners, and goods to their destinations, while ensuring passenger comfort and route efficiency.
- Maintain assigned vehicle in excellent condition, including regular servicing, timely repairs, and checks (e.g., oil, tires, brakes, coolant).
- Adhere to Tanzania Road Traffic Act, HJFMRI policies, and traffic regulations; ensure all vehicle permits and insurance are valid.
- Ensure proper functioning of security cameras, first aid kits, and vehicle tools; report all incidents or mechanical problems immediately.
- Maintain accurate vehicle logs for trips, servicing, and maintenance.
- Transport parcels, commodities, and assist with participant registration (biometric and non-biometric).
- Monitor road conditions and adjust routes to avoid delays from traffic or construction.
- Support clerical tasks, inspect hired vehicles, and assist passengers with luggage loading and unloading.
- Ensure the vehicle's interior and exterior are clean and well-maintained.
- Ensure only authorized personnel drive HJFMRI vehicles
- Additional duties may be assigned to support program objectives

### Qualifications

#### **Education and Experience**

- Certificate of Secondary Education Examination, Advanced Driving Certificate from VETA or National Institute of Transportation required.
- At least three (3) years' experience driving a range of vehicles. Experience working with international NGOs in a cross-cultural setting preferred.
- Valid Class "C" driving license.

#### **Required Knowledge, Skills and Abilities**

- In-depth knowledge of the Tanzania Road Traffic Act and its amendments, Tanzania laws, driving protocol and courtesies, and Tanzania roads and conditions.

- Experience working with international NGOs in a cross-cultural setting preferred.
- Demonstrate high integrity and strong values, including confidentiality.
- Ability to travel up to 90% of the time within the HJFMRI Tanzania program supported regions.
- Detail-oriented (attentive to details) and able to perform in a high-pressure environment.
- Must have a clean driving record.
- Flexible (open towards new demands, new technologies, new cultures, new work locations, etc.)

### **Work Environment**

- This position will take place primarily in an office setting.

*Employment with HJF is contingent upon successful completion of a background check, which may include, but is not limited to, contacting your professional references, verification of previous employment, education and credentials, a criminal background check, and a department of motor vehicle (DMV) check if applicable. Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Chief Human Resources Officer.*

**APPLY HERE**