



JOB Title: **Driver**

Duration: Depending on need

Direct Reports: Head of Driver

Location: Nduta Camp and Kibondo (Kigoma Region)

FOR NATIONAL STAFF ONLY

INTRODUCTION:

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. MSF is therefore guided by the principles of neutrality and impartiality. These principles must apply to all MSF staff.

Required Criteria:

Minimum Educational Qualification:

- Essential literacy and driving license class D compulsory.

Experience:

- Essential 2 years minimum of previous driving experience.

- Desirable experience with specific vehicles 4x4
- Desirable in MSF or other NGOs

Languages:

- Essential mission language: English and Swahili (Kirundi and/or French will be a plus.)

Objectives of the position:

Coordinating and controlling the operation of vehicles in one location according to traffic regulations and MSF security rules and ensuring that the team of drivers perform properly their duties to ensure an adequate, efficient and safe transport of goods and people.

Main Responsibilities:

- Checking daily, the technical conditions of the assigned vehicle (state of the tires, oil, fuel, brakes, radio equipment, spare parts, etc.), performing weekly check according to the **MSF** Logbook, refilling it when necessary, and keeping it clean to ensure it can be driven in perfect conditions. Carrying out a hand over if another uses the vehicle.
- Ensuring the security of passengers in the vehicle, driving carefully, observing speed limits and traffic rules in the country as well as **MSF** security rules, in order to avoid car accidents.
- Ensuring all passengers have all necessary papers in order before travelling, and ensuring non **MSF** staff sign disclaimers of responsibility before using the vehicle
- Ensuring correct loading and unloading of the vehicle, submitting the documents to the receiver of the goods, checking the status of delivered goods, returning the duly completed documents to Logistics and ensuring that the goods have the necessary documents.
- Ensuring that all vehicle documents and the driver's driving license are valid and in the vehicle.
- Informing the line manager of any incident involving the transportation of passengers and/or goods.

- Knowing how to use all types of radios, codes, call numbers and radio alphabets by heart and communicating with base according to **MSF** communications policy to inform the driver's position and any potential implications.
- Knowing and respecting the security rules related to vehicle movements, specifically those related to customs, checkpoints and roadblocks. Ensuring all passengers know and respect the security rules

Main Competencies and Knowledge:

- Flexibility, Commitment.
- Stress Management and Teamwork
- Desirable knowledge of basic mechanics
- Good knowledge of mission area roads
- Essential good vision
- Availability to travel and stay outside base overnight.

Women, people living with disability or any persons feeling like being part of a minority is encouraged to apply.

APPLICATION DETAILS

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than Friday **November 15th, 2024, at 4:00 pm**. Please quote the job title on the email subject "DRIVER"

Important Note: All applicants must provide valid Tax Identification Number (TIN) information in their application. TIN is essential for employment with MSF.

Please send your application to the email address [**MSFCH-Tanzania-Recruitment@geneva.msf.org**](mailto:MSFCH-Tanzania-Recruitment@geneva.msf.org). The applications can also be sent to **P.O.Box 83** or can also be submitted at **MSF offices situated in Nduta Refugees Camp, Kibondo District** or at **Plot N° 74, House 22, UPOROTO**

Street, URSINO Estate South, Dar se Salaam.or at MSF office situated in Liwale, Lindi.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process have access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact msfch-tanzania-hrmanager@geneva.msf.org

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED