



American Embassy Recreation Association (AERA) - Dar Es Salaam
686 Old Bagamoyo Road Msasani Dar es Salaam, Tanzania
aeradaressalaam@gmail.com

About US

The American Embassy Recreation Association (AERA) is a non-profit organization that supports the morale, welfare and recreation purposes of the U.S. Government employees and their family members. AERA facilities are located on the U.S. Embassy compound and include two restaurants and various recreational facilities. Services provided include school busing, airport/ferry taxi-shuttles, party venues, and additional offerings supported by our concierge service partners. AERA's services are currently open to embassy employees.

Position Title: Bus Driver

AERA Bus Drivers are responsible for safely transporting passengers to and from designated locations.

Open To: All Qualified Applicants

Hours: 45 Hours/week plus possible overtime.

Compensation The employee shall be paid a starting salary of TZS 1,300,000/month as well as:

- Bi-annual bonuses
- Tanzania Holidays
- Paid sick and annual leave
- Medical Allowances - NHIF
Contribution toward National Social Security Fund (NSSF)
- Transportation and cell phone allowances
- Uniform and supplies allowance

The position is hired by American Embassy Recreation Association (AERA) of Dar Es Salaam, Tanzania and is directly supervised by the Transportation Coordinator.

Application

Interested parties should email the following application package to aeradaressalaam@gmail.com with a subject line including **Bus Driver Vacancy**:

- A cover letter including relevant work experience and motivation for the position (no more than one page);
- Current CV/Resume;

- Your authorization status to work in Tanzania; and
- Three professional references (Name, title, employer, phone, and email).

Position opens November 15 , 2024, and will close November 29th, 2024.

Please email aeradaressalaam@gmail.com with questions; include subject line “Bus Driver Vacancy”

Qualifications and Requirements

- Must be at least twenty-one (21) years old.
- Holder of Secondary Education Certificate with two credit passes.
- Must have a minimum of two years passenger van driving experience.
- Must have English proficiency (Speaking, writing, and reading).
- Must pass required physical exams, inclusive of but not limited to eye exam, ear exam and heart/lung functionality.
- Must be able to pass a background check.
- Must have a valid Tanzanian driver’s license, inclusive of category C1 vehicles.
- Successful completion of NIT driving course for C1 vehicles (passenger vans).
- Successful completion of all required embassy driving tests and courses including but not limited to the Driving Smith Course.

Duties and Responsibilities

To perform this job successfully, you must excel at the essential skills listed below:

- Safely transport passengers to and from designated locations.
- Closely monitor and implement all route schedules inclusive of potential changes or required route deviations based on existing traffic patterns or security concerns.
- Conduct daily inside and outside vehicle inspections to ensure proper safety, hygiene and sanitization standards are in place.
- Conduct regular maintenance checks in accordance with the vehicle mileage policy.
- Adhere to all safety and traffic policies inclusive of Tanzanian laws as well as AERA, Department of State SHEMA and Drive Cam regulations.
- Maintain a dependable line of communication with supervisory chains on potential problems or delays.
- Maintain a legible and accurate travel log for all work hours, inclusive of passenger or package transportation routes.
- Report all accidents, injuries, or serious concerns immediately to the appropriate supervisory chain.
- Flexibility to work nights and weekends as needed.
- Ensure there is enough fuel in the vehicle.
- Maintain a passenger log.