



The African Initiatives for Relief and Development (AIRD) is a non-political, non-religious, and non-profit NGO dedicated to providing operational technical support in disaster-affected, poverty-stricken, and development-oriented areas. Partnering with UN Agencies, international and national donor organizations, and governments, AIRD focuses on supply chain, logistics, and infrastructure to drive impactful change.

AIRD is committed to creating a safe and inclusive work environment, with zero tolerance for sexual exploitation, abuse, harassment, or discrimination. Selected candidates will undergo thorough background checks.

We are excited to announce new job opportunities for qualified Tanzanian nationals to join our team. Below are the available positions, eligibility criteria, and application details.

1. JOB TITLE: Light Vehicle Driver (23 Posts)

Reporting To: Smart Fleet Officer

Location: Tanzania

Job Summary:

The Light Vehicle Driver will be responsible for safely transporting goods and personnel, adhering to AIRD SOPs, policies, and traffic regulations. The driver will ensure the assigned vehicle is well-maintained, secure, and serviced regularly.

Key Responsibilities:

- Safely perform all official travel using the assigned vehicle.
- Ensure the vehicle is secure and in good condition.
- Adhere to AIRD safety rules and transportation guidelines.
- Safeguard vehicle equipment, tools, and first aid kits.
- Complete vehicle logbooks accurately and consistently.
- Monitor fuel consumption and arrange for refueling.
- Report vehicle malfunctions and perform minor repairs.
- Immediately report accidents, damage, or theft of vehicle components.
- Ensure no unauthorized persons or cargo board the vehicle.
- Perform other duties as assigned by the supervisor.

Minimum Qualifications:

- Holder of a Certificate of Secondary Education Examination (CSEE) or higher.
- Driving Course Certificate from a recognized institution (e.g., VETA or NIT). Advanced Driver's Certificate (Grade Two) is an added advantage.
- Genuine and valid driving license certified by the Tanzania Police Force-Traffic Division.
- Minimum 3 years of experience as a light vehicle driver in a reputable organization.
- Previous work with humanitarian organizations (NGOs) is an added advantage.

Additional Requirements:

- Proficiency in written and spoken English and Kiswahili.
 - Ability to work with people from diverse backgrounds.
 - Good driving skills and knowledge of defensive driving techniques.
 - Knowledge of traffic rules, occupational safety, health, and environmental regulations.
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2. JOB TITLE: Data Assistant (1 Post)

Reporting To: Senior Data Officer

Location: Tanzania

Job Summary:

The Data Assistant will support the Senior Data Officer by ensuring timely and accurate data entry into the ERP system. The incumbent will maintain data integrity, conduct quality checks, and assist in preparing reports.

Key Responsibilities:

- Encode data (store reports, workshop reports, and other reports) into the ERP system.
- Assist in gathering information and preparing workshop and store monitoring reports.
- Collaborate with the Senior Data Officer to prepare vehicle maintenance databases, statistics, invoices, and reports.
- Maintain the database of project non-expendable properties.
- Manage the movement of spare parts in the store using the ERP system.
- Provide technical user support and perform regular software upgrades.

- Ensure information protection and recovery, including regular system backups.

Minimum Qualifications:

- Secondary Education Certificate.
 - Minimum of a Certificate in Computer Science.
 - Knowledge of database use and management.
 - Strong communication skills and fluency in English (written and oral).
 - Minimum of 1 year of relevant experience in similar organizations.
 - Familiarity with ERP systems is an added advantage.
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How to Apply

Step-by-Step Guide for Email Applications:

1. Prepare the following documents:
 - Cover Letter
 - CV (not more than 2 pages)
 - Copies of relevant academic certificates (in PDF format)
 2. Email your application to: hr.tz@airdinternational.org
 3. Use the following subject lines:
 - For Light Vehicle Driver: **“Light Vehicle Driver Position”**
 - For Data Assistant: **“Data Assistant”**
 4. **Note:** Hard copies of applications will not be accepted.
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Important Dates

- **Application Deadline:** 14th February 2025 (Light Vehicle Driver)
 - **Application Deadline:** 14th February 2024 (Data Assistant)
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Salary and Benefits

While specific salary details are not provided, AIRD offers competitive remuneration and a supportive work environment. Benefits may include opportunities for professional development, health insurance, and other allowances as per organizational policies.

Conclusion

AIRD Tanzania is offering exciting opportunities for motivated individuals to contribute to impactful development projects. If you meet the qualifications and are passionate about making a difference, we encourage you to apply before the deadlines.

Key Takeaways:

- **Light Vehicle Driver:** 23 Posts, Deadline: 14th February 2025.
- **Data Assistant:** 1 Post, Deadline: 14th February 2024.
- Applications must be submitted via email with the required subject lines and documents.