

Job advertisement

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established in 2005 and our efforts work towards creating an environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania is looking for individuals to join our highly motivated team in the following role;

Position: Driver

Reports to: Social Cohesion and Marketing Coordinator, Admin in charge personnel

Location: Kakonko District, Kigoma Region, Tanzania

Contract Duration: 1 Year (Contract extension is subject to funding availability, performance and/or mutual agreement).

Objective

Driver will be responsible to support transport service in accordance with organization policy and procedures. He/she is responsible for arranging regular cleaning and maintenance services for the vehicle, planning each route based on road and traffic conditions. Ultimately, organization depends on him/her for the transportation needs. To be considered for this role, he/she should have a valid driver's license and a clean driving record with no traffic violations together with below position requirements.

Duties and Responsibilities

- Proper parking at the office compound and on official trips.
- Ensure budget request (BR) preparation for monthly parking fee through docwave
- Ensure cleaning of vehicle and its equipment at all times and preparation of budget request (BR) for monthly vehicle cleaning expense.
- Conduct regular vehicle inspection and report any defect to supervisor in a timely manner.
- Control and safe keeping of vehicle, tool kit, spare part and other equipment.
- Timely renewal of vehicle insurance and related licenses' at least one month before expiring date.
- Ensure vehicle general service 5000 kilometer before due date for the next service and any other vehicle maintenance.
- Recording vehicle mileage before any trip and after returning to office in the vehicle log book.
- Ensure proper signing of vehicle log book before and after the trip.
- Ensure proper recording of fuel refilling (liters obtained and amount purchased) and recording vehicle maintenance book as may be required.
- Ensure proper control of vehicle fuel.
- Requesting Fuel Vehicle to the system.

- To prepare monthly vehicle report every 5th of each month and submit to vehicle in charge staff
- Report any defect/accident/incidents to the supervisor in a timely manner and make follow up for vehicle maintenance as maybe instructed.
- Fill incident report form with relevant document (Police report, pictures and so forth) and submit to for approval.
- Report progress/status of any assigned work and make follow up closely.

Qualification, Experiences and Competencies

- Certificate in Driving from NIT Advanced Course Grade Two (VIP) Self-defense in driving
- Minimum 3 years relevant work experience in driving and vehicle management
- Experience in working in office-based environment, experience working with NGO is preferred.
- A valid driver's license with clean driving record.
- Familiar with GPS devices
- Experience and ability in driving long distance and hours.
- Strong collaboration and interpersonal skills
- Exceptional time, task, and resource management skills
- Strong verbal and written communication skills
- Strong problem solving, critical thinking and creativity skills
- Basic computers skills such as MS Office, Word, Excel, etc

Other Competencies/Attributes:

- Honesty, integrity, transparency and professionalism.
- Self-motivational and organizational skills.
- Flexible including taking weekends, nights and long hours.
- Ability to follow instructions and work with minimum supervision.
- Ability to multi-task, ability to handle pressure well, ability to improvise, flexibility, adaptability to transitions.
- Ability to lift heavy packages and luggage.
- Sincerity, patience, tact and the ability to earn the trust of others.
- Perform other duties as may be required.

Application Instructions:

- All interested candidates, who meet the above requirements, please [Click here](#) to apply for the position on or before 21st January, 2025. Only shortlisted candidates will be contacted.
- When applying please attach detailed curriculum vitae containing complete names and addresses (postal, email, phone), together with names and contact details of three referees.
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and email addresses.
- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview, there will be no refund for the expenses incurred.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and

abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested to work with GNTZ must ensure that they understand and act in accordance with this clause. Please [Click here](#) to access and review GN Safeguarding Policy.

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Good Neighbors Tanzania is looking for individuals to join our highly motivated team in the following role;

Position: Marketing Officer

Reports to: Project Manager, Technical Manager

Location: Mbozi District in Songwe Region

Contract Duration: 1 Year (Contract extension is subject to funding availability, performance and/or mutual agreement).

Under the overall authority of the Country Director (CD) of Good Neighbors Tanzania (GNTZ) and direct supervision of Project Manager (PM) and Technical Manager (TM), the position of Marketing Officer will be responsible to AMCOS business and marketing related activities of KOICA project, "Promote Income-generating through empowering coffee producers' cooperatives on Climate Change Adaptation in Mbozi District, Southern Highland Tanzania".

Duties and Responsibilities

- Manage daily administrative tasks, including handling of expense reporting, invoicing, organizing required documents, and maintaining office supplies and managing inventory
- Clearly communicate the plans, schedules and priorities, and define all technical issues to the staff members, management and other stakeholders including the government
- Ensure that project activities are in line with KOICA and Government policies and guidelines
- Prepare bi-annual operational and financial report for KOICA coffee project and activities execution

- Provide technical support to AMCOS' business activities including marketing strategy development and business canvas design to strengthen AMCOS marketing capability
- Promote AMCOS marketing activities implemented through KOICA coffee project
- Identify and develop partnerships with related organizations, training institutions for small business development, micro-credit, financial planning

- Participate in project's stakeholders' meetings to establish good networking relationship with multiple stakeholders including Tanzania Coffee Board (TCB), local curing companies and AMCOS and to advocate for stakeholders' participation in the project
- Establish good networking relationship with multiple stakeholders including Tanzania Coffee Board (TCB), local curing companies and AMCOS.
- Advocate for stakeholders' participation in the project.

Qualification, experiences and competencies

- Bachelor degree in Marketing, Social Business or any related majors
- Minimum of 5 years' work experience in Social Economy, Cooperative business and any related field.
- Project proposal and report writing skills
- Strong collaboration and interpersonal skills
- Proper computer skills especially MS Office
- Fluency in both English and Kiswahili
- Ability to prioritize and schedule work
- Ability to communicate effectively both orally and written
- Ability to work in an international and multi-national environment.

Other Competencies/Attributes:

- Ability to multi-task, ability to handle pressure well, ability to improvise, flexibility, adaptability to transitions.
- Sincerity, patience, tact and the ability to earn the trust of others.
- Good motivational organizational skills.
- Perform other duties as required Stakeholder.
- Relationship Management
- Teamwork and working with Other
- Beneficiaries Focused
- Stakeholder Relationship Management
- Community Development Techniques

Application Instructions:

- All interested candidates who meet the above requirements, please [Click here](#) to apply for the position on or before 24th January 2025.
- When applying, please attach a detailed curriculum vitae containing complete names and addresses (postal, email, phone), and names and contact details of three referees (one should be current or previous employer).
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
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