



JOB TITLE: Driver- Arusha, Tanzania

Job Description

About The Position

The Alliance Bioversity International and CIAT are seeking applications from highly motivated, detailed oriented and qualified candidates for the position of Driver. The Driver will be responsible for facilitating and coordinating smooth transportation/movement of all staff and goods in and around Arusha. Under the supervision of the Coordinator I, the driver will also be responsible for driving field staff to various research sites of CIAT projects in and around Tanzania and provide technical service to CIAT vehicles. The Driver will work closely with scientists, support staff in various projects.

Key Duties & Responsibilities

Transport & Logistics Support

- Provide safe and efficient transportation for staff, visitors, and materials to project sites, meetings, and official destinations.
- Ensure timely delivery and collection of documents, parcels, and essential materials.
- Assist in logistical arrangements for field visits, workshops, and research activities.

Vehicle Maintenance & Compliance

- Conduct routine vehicle checks and ensure proper maintenance, including fuel, oil, brakes, and tire pressure.
- Maintain up-to-date records of vehicle logs, fuel usage, and service schedules.
- Ensure all necessary documents (insurance, licenses) are valid and up to date.

Safety & Security

- Ensure all passengers use seat-belts and adhere to safety protocols.
- Keep the vehicle equipped with a First Aid kit and park in secure locations.
- Report accidents, incidents, or any irregularities promptly.

Administrative & Field Support

- Coordinate trip scheduling and logistics with the administrative team.
- Provide transport for official visitors, collaborators, and stakeholders.
- Engage with community members and field participants to ensure smooth operations.
- Support field activities and assist technicians as needed.

General Responsibilities

- Keep the vehicle clean and in good condition.
- Document work carried out and prepare monthly vehicle movement reports.
- Perform any other duties assigned by the Administration and Operations Team.

Requirements

- Minimum of O-Level secondary education or equivalent.
- Minimum Ten (10) Years experience, preferably in an international organization with regional exposure.

- Clean and valid Class C Driving License and certificate of Good Conduct.
- Mechanical training or basic knowledge of automobiles and the ability to carry out minor repairs and preventive maintenance.
- Basic computer application.
- Ability to communicate in the English Language.

Technical Competencies

- Driving Skills
- Vehicle Maintenance and Inspection
- Navigation and Route Planning
- Record Keeping
- Communications Skills
- Emergency Handling
- Safety Awareness
- Professionalism and Etiquette

Benefits

Terms Of Employment

This position is based in Arusha, Tanzania. The initial contract will be for 1 year subject to a probation period of Three (3) months and is renewable depending on performance and availability of resources.

This position is graded at BG02 level, with a minimum basic salary of **574,277.00 Tanzania Shillings** in a scale of BG01 to BG14 (BG14 being the highest level according to the Alliance job classification framework policy). We offer a competitive salary and excellent benefits including but not limited to insurance, retirement plan, staff training and development, paid time off and flexible working arrangements.

Applications

Applicants are invited to visit to get full details of the position and to submit their applications. Applications **MUST** include reference number **REF (RFP300277) Driver-Arushu, Tanzania** as the position applied for.

Note: The Alliance Bioversity-CIAT is committed to fair, safe, and inclusive workplaces. We believe that diversity powers our innovation, contributes to our excellence, and is critical for our mission.

The Alliance does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The Alliance also does not concern itself with information on applicants' bank account. **Cover letter and CV should be saved as one document using the candidate's last name, first name for ease of sorting.** The Alliance collects and process personal data in accordance with applicable data protection laws.

Applications closing date: 14th February 2025

Only short-listed candidates will be contacted.

[APPLY HERE](#)