

# Exciting career opportunity



*#Thrive with us #Come as you are*

## Driver, Central Support Unit - Tanzania

KPMG is a global network of professional services firms providing Audit, Tax and Advisory services. Our purpose is to inspire confidence and empower change. We have a notable Africa Footprint serving clients across the continent. Our East Africa practice comprises Kenya, Uganda, Tanzania, and Rwanda. The Nairobi office serves as the regional coordinating office providing the required networking to facilitate delivery of services on a timely basis to meet and exceed our clients' expectations.

We are looking for an experienced Driver to join our Central Support Unit team in Tanzania. This role will be responsible for safe and timely transportation (of goods, documents, and staff), ensuring vehicle maintenance and other duties related duties as assigned by the supervisor. expectations.

### Key roles and responsibilities

- Ensure timely delivery of goods, documents and files as directed.
- Ensure that the vehicle is clean and in good condition.
- Maintain accurate records of mileage, fuel usage, and other necessary documentation.
- Perform routine/ day to day vehicle maintenance checks (fuel, oil, water tires).
- Ensure that vehicles are serviced as required and have all the required licences.
- Attend to Partners official and personal assignments as may be directed.
- Drop and collect visitors and guests to and from the airport as may be required.
- Drive Partners and staff members to various destinations, in and outside of Dar es Salaam as may be directed.
- Assist in any other matters as may be requested from time to time by the Performance Manager/Supervisor

### Academic qualification

- Holder of Form IV Certificate of Secondary School Education with passes in Kiswahili and English

### Professional qualification

- Certificate of competence in driving from a recognized training institution (e.g. VETA/NIT)
- Valid driver's licence – class C
- Motorcycle licence and driving experience will be an added advantage\*

### Experience

- At least 3 years of professional driving experience (in a corporate field)
- A clean driving record with minimal or no traffic violations or accidents

### Other skills and requirements

- Understanding of transportation law
- Good traffic judgment
- Good knowledge about car mechanics
- Knowledge of various locations ie offices, hotels, restaurants
- Excellent driving skills
- Basic computer literacy
- Good communication skills both spoken and written in Kiswahili and basic English.
- The position is open to **Tanzania citizens only**

If your career aspirations match this exciting opportunity, please send your CV and academic certificates to [tz-fmrecruitment1@kpmg.co.tz](mailto:tz-fmrecruitment1@kpmg.co.tz) quoting the title of the position you are applying for by **28 March 2024**. Please note that only shortlisted candidates will be contacted.