

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: Office Project Manager, Admin In charge personnel

Location: Makere Compound in Kasulu District, Kigoma Region, Tanzania

Contract Duration: 5 months and subject to renewal on yearly basis based on performance or/and funding availability.

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.
- Required to achieve 70% of individual annual targets

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 09th August, 2023. 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.