

## 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 (2 Positions)

**Reports to:** Project Manager, Admin in charge personnel

**Location:** Mbozi District in Songwe region, Tanzania

**Contract Duration:** April-December, 2026 renewable by annual basis subject to performance or/and funding availability.

Under the overall authority of the Country Director (CD) of Good Neighbors Tanzania (GNTZ), and under the guidance of Project Manager and the in charge of the Admin/Transport & Logistics, the Driver will be responsible for the safe and efficient transportation of staff and materials. The role includes ensuring vehicle cleanliness, routine maintenance and servicing, fuel management, accurate reporting, and proper record-keeping (log books and related documentation). This position is essential in supporting office operations and field activities while upholding all safety and compliance standards.

### **Duties and Responsibilities**

- Safely transport staff, visitors, and partners to project sites, meetings, and official functions.
- Deliver project materials, equipment, and documents to designated locations on time.
- Support field missions by ensuring reliable mobility in both urban and rural areas. Ensure all passengers fasten their seat belt
- Maintain vehicle cleanliness (interior and exterior) at all times.
- Control and safe keeping of vehicle, tool kit, spare part and other equipment.
- Conduct daily checks on fuel, oil, water, brakes, tires, lights and other parts to ensure safety before use.
- Ensure proper control of vehicle fuel
- Accurately record vehicle mileage, ensure proper signing of the log book before and after each trip, and document all fuel refilling and maintenance activities as required
- Ensure timely servicing (before 5000km), repairs, and preventive maintenance schedules are followed.
- Report any mechanical issues immediately to the Transport & Logistics Officer.
- Take proactive care of vehicles to minimize unnecessary damages and avoid non-quality repairs or maintenance, thereby reducing high costs.
- Use fuel cards responsibly and strictly for authorized refueling.

- Record fuel transactions accurately in vehicle logbooks and reconcile with mileage.
- Verify receipts and ensure they match the card usage and vehicle records.
- Prevent misuse by avoiding unauthorized fueling, unnecessary idling, or personal use.
- Immediately report any irregularities, lost cards, or suspected misuse to the Transport & Logistics Officer.
- Support cost efficiency by ensuring transparency and accountability in all fuel transactions.
- 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
- A Valid Truck Driving License (as per local transport authority)
- At least form four secondary school Education
- 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 15<sup>th</sup> March, 2026. 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. **(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.
- 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, Child Protection Policy and Code of Conduct.
- Applicants may scan below QR CODE to apply for this position

