



27.05.2025

EXTERNAL & INTERNAL - JOB ADVERT (Light Vehicle Driver 17 Posts) – AIRD Tanzania Program

The African Initiatives for Relief and Development (AIRD) is a non-political, non-religious and non-profit making NGO. AIRD's objective is to offer operational technical support, including but not limited to supply chain, logistics and infrastructure in partnership with relief and development organizations that focus on disaster-affected, poverty-infested and development-oriented areas.

AIRD delivers for and through partners including but not limited to UN Agencies, International and National Donor Organizations and Governments.

(AIRD does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. Selected candidates will, therefore, undergo background checks)

AIRD _ Tanzania Program is seeking for qualified national personnel for the position below.

Position: Light Vehicle Driver – AIRD, Tanzania Program based in Kasulu /Makere/Kibondo.

Reporting to: Smart Fleet Dispatcher.

Job Summary:

The incumbent is tasked with safely transporting staff, stakeholders, and POCs, adhering to AIRD SOPs, Policies, and traffic regulations, and taking care of the vehicles assigned. S/he shall conduct routine vehicle checks and refer to the workshop for regular and scheduled maintenance.

General Duties

- Safely and responsibly performing all official travel using official vehicle.
- Responsible for the vehicle which he is assigned to drive.
- The Light Vehicle driver will adhere to all traffic and AIRD safety rules and follow the transport guidelines required by the AIRD fleet department
- Safeguard vehicle security (door locks, security-locks) etc. Monitor the security and serviceability of project assets.
- Responsible for the safe keeping of all vehicle equipment, tools, first aid kits and component.
- Making sure that all mission orders and waybills are signed by the offices receiving the goods/persons at the end of each mission.
- Account for all available information on road regulations & conditions, routes and locations.
- Ensure that no unauthorized persons or cargo board the Vehicle.
- Completes the vehicle log book correctly and consistently in accordance with AIRD standards
- Perform other assignments/duties as may be assigned by the Supervisor.

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Other Tasks.

- Cleaning the interior and exterior of the vehicle (s) assigned regularly.
- Checking daily oil, water, brakes liquid, tyre pressure, battery levels and the entire vehicle for headlight and body for dents.
- Is responsible for the project vehicle documents and their good condition, keeping the vehicle log and recording monthly maintenance.
- Monitor fuel consumption daily and arranging for refuel promptly.
- Report vehicle malfunctions for service, and carries out minor repairs.
- Immediately report accidents, or incidences; minor accidents, damage, loss or theft of vehicle components.

Minimum Qualifications

- Holder of a Certificate of Secondary Education Examination (CSEE) [Form Four Certificate] or higher Education.
- Driving Course Certificate offered by recognised institution such as VETA or NIT preferred advanced drivers Certificate grade two (V.I.P Drivers course) will be an added advantage.
- Must be have genuine and valid driving license supported by certified documents issued by Tanzania Police Force – Traffic Division.
- Minimum 3 years of work experience related field in reputable organization as light vehicle drive preferable working in Humanitarian organization will be added advantage

Additional Requirements:

- Proficiency in written and spoken English and Kiswahili.
- Ability to work with people from a range of backgrounds.
- Good driving skills and knowledge of defensive driving techniques, with a clean driver track record.
- Knowledge of traffic rules, occupational safety, health and environment regulations.

How to apply

Qualified/Interested candidates may send applications with (Cover Letter, CV (not more than 2 pages), and copies of **ONLY relevant** Academic Certificates) converted to PDF, merged into one document, and send via email to hr.tz@airdinternational.org : Quote Subject: **Light Vehicle Driver Post**. Applications will be reviewed on a **rolling basis**, so it is advised to apply as soon as possible. The advert may close earlier than the deadline if the positions are filled. **Women candidates are highly encouraged to apply.**

Note: Hard copy applications are not accepted.

Addressed to:

Country Program Director
African Initiatives for Relief and Development (AIRD)
P.O Box 428,
Kasulu. Kigoma Region.

Deadline for submission: 16TH June 2025

