

VACANCY ANNOUNCEMENT

Job Summary

Position: Driver (2 posts)
Reports To: Transport Officer
Work Station: Dar es Salaam, Bagamoyo & Ifakara
Apply By: 18th March 2024

Institute Overview

Ifakara Health Institute (IHI) is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

Position Summary

Ifakara Health Institute is seeking a **Driver** who will be responsible for transporting IHI staff, collaborators, and guests to various locations within Dar es Salaam, and occasionally, outside the city.

Duties and Responsibilities

- Transport official passengers/visitors and suppliers within and outside Dar es Salaam depending on demand in the transport unit.
- Be responsible for the day-to-day minor maintenance and cleanliness of the vehicle under his/her charge.
- Keep the line manager informed if any irregularities happen to the project vehicles and suggest the necessary steps as per advice received from the head mechanic / Transport Officer.
- Maintain accurate records of vehicle movements and fuel refueling in logbooks, as required for the assigned vehicle's usage. Additionally, ensure responsibility for scheduling timely servicing of the car according to the manufacturer's specifications.
- Keep vehicle services/ maintenance records in a logbook.
- Undertake daily and weekly checklist of vehicle and minor repair of vehicles under the administrative custody of the company and obtains appraisals on cost of vehicle repair.
- Support delivering and safe carrying of pouches, mails, documents, or parcels entrusted to him for transportation as assigned.
- Assist in the logistic work process.
- Perform any other tasks as may be assigned by a supervisor.

Qualification and Experience

- Certificate of secondary education (Form IV/VI).
- Basic elementary knowledge of motor machines and driving license class C from NIT or VETA.
- Minimum of three years' work experience in reputable organizations.

Skills and Competencies

- Be able to fix the vehicle if minor breakdown occurs.
- In depth knowledge about the local settings.
- Have strong interpersonal skills.

info@ihi.or.tz | www.ihi.or.tz

Ifakara Branch

Off Mlabani Passage
 P.o. Box 53 Ifakara
 Phone: +255232931572

Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni
 P.o. Box 78,373 Dar es Salaam
 Phone: +255222774756

Bagamoyo Branch

Off Chuguni Road
 P.o. Box 74 Bagamoyo
 Phone: +255232440065

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- Be flexible in working hours including over the weekend.
- Adhere to IHI core values.
- Highest level of integrity with demonstration of ethical behavior.

Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **17:00 hrs on Monday, March 18th 2024**. All e-mail application subject lines should include: **Driver – Transport Unit. Only shortlisted applicants will be contacted for interview.**

Human Resources Manager
Ifakara Health Institute,
Kiko Avenue, Mikocheni,
P .O. Box 78373,
Dar es Salaam
Email: recruitment@ihi.or.tz

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P.o. Box 53 Ifakara
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