

VACANCY ANNOUNCEMENT

Job Summary

Position: Driver (1 post)
Reports to: Head Driver/Site Manager
Work station: Ifakara
Apply by: February 20, 2021

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 and policy translation.

Position Summary

IHI is looking for a **Driver** to fill a vacant position in the Dynamic project. The Driver will be taking the project team at the Morogoro site (and its guests) to the various health facilities/villages within the study area (Ulanga District Council, Mlimba District Council, and Ifakara Town Council) and sometimes outside the Morogoro site.

Duties and Responsibilities

- Transport official passengers/visitors and suppliers within and outside study area.
- Responsible for the day-to-day maintenance and cleanliness of the vehicle.
- 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.
- Responsible for the day-to-day maintenance and cleanliness of the vehicle.
- Keep records/logbook as required of the usage and cost of the vehicle assigned to and be responsible in booking for servicing the vehicle when service is due as per manufacture specs.
- Assist in identifying and purchasing necessary spare part for project and office vehicle.
- Undertake daily and weekly check list 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 parcels, mails, documents, and other items entrusted to him for transportation as assigned.
- Assist in logistic work process as necessary and be flexible in working hours including over the weekend.
- Perform any other job-related duties as assigned by the supervisor.

Qualification and Experience

- Certificate of Secondary Education (Form IV/VI).
- Basic elementary knowledge of motor machines and a valid driver's license
- Minimum if 4-year driving experience with a safe driving record.
- Fluent in Swahili and basic English communication (written and spoken).
- Knowledge of driving rules and regulations.
- Experience of driving in the local environment and geography of the study area

Ifakara Branch

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

Dar es Salaam Office

Plot 463, Kiko Avenue, Mikocheni
 P.o. Box 78,373 Dar es Salaam
 Phone: +255222774756

Bagamoyo Branch

Inside District Hospital
 P.o. Box 74 Bagamoyo
 Phone: +255232440065

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Skills and Competencies

- Be able to fix the vehicle if minor breakdown occurs.
- In depth knowledge of the local setting where by living/coming from Ifakara is an added advantage.
- Have strong interpersonal skills and currently active in services.
- Be flexible.
- Adhere to IHI core values (Transparency, Accountability, Respect, Integrity and Initiative).

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 address below.

The deadline for this application is 1700hrs, February 20, 2021.

All e-mail application headlines should include: **DRIVER - DYNAMIC**

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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