



## **Driver (Ref: KHSZ/DD/03-22)**

### **Background**

Deloitte Tanzania has been awarded a contract to implement a Kizazi Hodari – Southern Zone project in Tanzania. This is a five years' project (March 2022 to February 2027) funded by the American People through USAID aiming at supporting the Government of Tanzania's (GOT) Ministry of Health to achieve HIV epidemic control by improving the health, well-being, and protection of Orphans and Vulnerable Children (OVC) and youth in high HIV burden communities within the Southern Zones of Tanzania specifically Iringa, Njombe and Ruvuma regions. The program intends to increase access to and use of health/HIV, social, and protection services among OVC and youth in order to contribute to 95-95-95 goals: 95% of persons living with HIV (PLHIV) know their HIV status; 95% of PLHIV who know their status are on treatment; and 95% of PLHIV on treatment are virally suppressed, by 2030.

Deloitte is therefore seeking for experienced, self-motivated, a highly competent individual with exemplary ethical conduct to join Kizazi Hodari – Southern Zone program as a **Driver** based in Dar es Salaam, Iringa, Njombe and Ruvuma regions.

### **Job Purpose**

Responsible for driving staff for the project, maintaining, and ensuring safety of the Program vehicles; and complying with road safety.

### **Key Responsibilities**

- Inspect the assigned vehicle on a daily basis and notify the Head driver and Admin Manager of any mechanical fault.
- Check that the vehicle is clean, in good condition and ready for use at all times.
- Drive program vehicles transporting staff.
- Transport goods and supplies as scheduled by the Head Driver.
- Dispatch and collect documents to and from stakeholders and other organizations.
- Fill in the logbook with information on trips, distance covered, vehicle maintenance.
- Maintain a record of fuel consumption in the vehicle logbook for and preparation of the monthly fuel consumption report.
- Carry out routine maintenance of the vehicle as per schedule.
- Ensure that vehicle is parked in a safe place as required.
- Check that the vehicle has valid statutory documents.
- Notify the Head Driver upon emergency or occurrence of any incidence regarding the vehicle.
- Comply with road regulations as well as USAID and Deloitte fleet policies and regulations.
- Prepare advance requests, retirements and travel reports for trips.
- Provide auxiliary/ administrative support to staff during field visits if required.

### **Requirements**

- Ordinary level education
- Driving proficiency certificate from the Vocational Education and Training Authority or the National Institute of Transport
- A valid driving license
- Good communication skills
- Donor funded project experience with long distance travel experience
- Basic knowledge in vehicle maintenance
- Knowledge of the road regulations
- Time management skills

If you believe you are the right candidate for the job, submit a cover letter including your current and expected remuneration, detailed CV, copies of your academic certificates and transcripts, and three referees to [KizaziHodari-SouthernZone@deloitte.co.tz](mailto:KizaziHodari-SouthernZone@deloitte.co.tz) For your application to be considered, it MUST quote the job title, reference number and your preferred region on the email subject line. Submission deadline is 15<sup>th</sup> April 2022 at 4:30 p.m.

Hard copy applications will NOT be accepted. This position is on a one-year renewable contract, subject to performance and availability of funding from the donor. The job offer is conditional to successful vetting, including professional reference checks and limited lifestyle audit.