

## VACANCY ADVERTISEMENT

Hand in Hand Eastern Africa-Tanzania (HIHEA TZ) is a Non-Governmental Organization (NGO) registered in Tanzania since 2018 with a mandate to operate in the country, and part of the Hand in Hand Global Network. Our vision is to empower the society, especially women, through the creation of sustainable enterprises and jobs. HIHEA (TZ) currently leads field operations through Seven Regions, in Kilimanjaro, Arusha, Manyara, Singida, Dodoma, Simiyu and Iringa.

The organization works with marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for children, and increased access to healthcare, improved housing, and overall improved livelihoods.

### **SUMMARY OF DRIVER – JOB DESCRIPTION AND SPECIFICATIONS. REF.NO: HIHEATZ DR. 01/2026 (01) POST. LOCATION: IRINGA.**

**1.** To drive the assigned Hand in Hand Eastern Africa Tanzania vehicle and ensure it is clean, safe, tidy, and in good running condition at all times. The Driver is responsible for providing reliable and efficient transport services to staff, visitors, and organizational materials while adhering to traffic regulations, organizational policies, and safety standards. The role also includes supporting routine vehicle maintenance, monitoring service schedules, maintaining accurate transport records, and ensuring timely reporting of any mechanical issues to facilitate smooth organizational operations.

### **2. DUTIES AND RESPONSIBILITIES**

- T.1 Drive the assigned vehicle for all official duties in a professional manner ensuring timeliness and safety of staff, authorised passengers, and/or transported goods; and observe road and traffic laws, rules and regulations.
- T.2 Keep the assigned vehicle clean and tidy, well serviced and maintained, and adequately fuelled.
- T.3 Make sure that vehicle has prescribed working tools and equipment prior to embarking on a trip.
- T.4 Maintain proper logs for all trips, fully filled in and signed for every trip with proper details such as trip description, daily mileage, fuel consumption, oil changes, greasing, repairs etc.
- T.5 Prepare monthly report on the activities of the vehicle in the prescribed format.
- T.6 Ensure all legal documents such as insurance policy and inspection certificate regarding the vehicle are current and keep valid driving license.
- T.7 Conduct regular/day-to-day maintenance checks including pre and post trip inspections (check oil, water, battery, brakes, tyres, etc.) and carry out regular inspection and testing of vehicle for preventive maintenance (engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters etc).
- T.8 Report any detected mechanical faults/defects to the supervisor in a timely manner.
- T.9 Follow safety rules for staff and other authorised personnel using the vehicles and ensure existence of first aid kit and fire extinguishers, and use of safety belts.
- T.10 Transport only authorised goods and carry only authorised passengers and make them aware of rules, regulations and guidelines for use of the motor vehicle.
- T.11 Ensure non-staff signs vehicle travel indemnity form before start of travel.
- T.12 Report all incidences, accidents, injury or damage of vehicles and occupants are reported timely in line with established procedures.
- T.13 Keep an updated emergency contact list in the vehicle.
- T.14 Keep the vehicle secure at all times, including non-interference with the installed security gadgets.
- T.15 Perform official errands, undertake deliveries, and carry out other messenger duties.
- T.16 Perform any other duties as may be assigned by the Supervisor from time to time.

### **3. KNOWLEDGE, SKILLS AND ABILITIES**

*(The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training)*

#### **a. Level of Education/Academic Qualification**

- CSEE

#### **b. Specialized Training/Professional Qualifications**

- Must be a holder of a clean and valid driving license Class 'ABCE'
- Possess a mechanics Government Trade Test III.
- Holder of AA driving certification of competency will be an added advantage.

**c. Competencies/Abilities/Skills Required**

- Must have a certificate of good conduct.
- Must have ability to work and relate well with people from diverse background, and handle people in a firm but highly respectful manner.
- Must be well-organized and able to coordinate tasks well, and complies with given instructions.
- Ability to communicate well in English and Kiswahili.
- Sufficient knowledge of rules and regulations of road transport of the country and ability to read and interpret road signs in English.
- Must be a person of high integrity and trust.
- Good knowledge of the geographical region/territory, environment and terrain, as well as good appreciation of the socio cultural factors within the environment where HiH EA activities are implemented.

**d. Relevant Work Experience**

- At least 5 years' relevant work experience driving company vehicle (preferably within the NGO sector) with accident-free record.

❖ **Application process**

Qualified and interested candidates should forward a cover letter, CV & in one pdf document, citing the **Position** and **Reference Number** to [careers@handinhandea.or.tz](mailto:careers@handinhandea.or.tz) on or before close of business by **28<sup>th</sup> May, 2026**. Only shortlisted candidates will be contacted.

**Website:** [www.handinhandea.or.tz](http://www.handinhandea.or.tz)

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Hand in Hand Eastern Africa - Tanzania

*Giving Hope, Dignity and Choice*

***Disclaimer:***

*Hand in Hand Eastern Africa (TZ) is an equal opportunity employer and does not charge or accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.*