



JOB ADVERTISEMENT

Introduction

Rafiki Social Development Organization is a development and advocacy Non-Governmental and Nonprofit making Organization working with Children, Youth, Marginalized and Vulnerable groups, families and their communities to reach their full potential by advocating for their rights and tackling the causes of poverty and injustice. The Organization was established in January 2005 and registered under the NGO Act of 2002, issued with a registration number No.00NGO/R1/00226 to operate in Tanzania Mainland.

To facilitate smooth implementation of this project, Rafiki-SDO wishes to recruit qualified, experienced, motivated and dynamic Driver.

Job Title: Driver - (1 POST)

Office location: Shinyanga Region

Work station: Not limited to a single location.

Reporting to: Human Resource Officer

Duration: 1 year (Renewable)

Duties and Responsibilities

- Drive office vehicles for transportation of authorized personnel
- Ensure vehicle is safe and availability of all the required documents and supplies including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, necessary spare parts
- Delivery and collection of mail, documents and other items
- Ensure cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs.
- Log all trips, daily mileage, gas consumption, oil changes, greasing etc.
- Provision of inputs to preparation of the vehicle maintenance plans
- Ensure proper day-to-day maintenance of the assigned vehicle through timely minor repairs
- Responsible for the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tyres, car washing etc.

- Performs minor repairs and arranges for other repairs to ensure that the vehicle is kept clean
- Ensure that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
- Any other duties as may be assigned by your supervisor.

Qualification and Experience

- Must possess a **minimum of a Secondary School Education Certificate (Form IV or higher)**. Additional vocational training in motor vehicle operation or mechanics is an added advantage.
- Holder of a **valid and up-to-date Driving License (Class C or higher)** with a clean driving record and no history of major traffic violations.
- A minimum of **3 to 5 years of professional driving experience**, preferably in a reputable organization, company, NGO, or government institution.
- Demonstrated knowledge of **traffic rules, road safety regulations**, and local routes across urban and rural areas.
- Ability to carry out **basic vehicle inspections and maintenance**, including checking oil, water, brakes, and tires before and after trips.
- Experience in maintaining **accurate vehicle logbooks, fuel usage records, and trip reports**.
- High level of **discipline, honesty, and confidentiality**, especially when dealing with company property, passengers, or sensitive documents.
- Ability to work under pressure, with minimal supervision, and willingness to work outside normal working hours when required.
- Good **communication skills**, courteous behavior, and a professional appearance at all times.
- **Basic understanding of English** (written and spoken) is required; **fluency in Kiswahili** is mandatory.

Demonstrated behaviors needed by the post holder to successfully perform the role:

- Demonstrating High level of confidentiality
- Knowledgeable of the education systems and activities in Tanzania
- Develops, motivates, coaches and promotes high performance by partners' staff and collaborators.
- Teamwork.
- Working under pressure.
- Communicates clearly and effectively.
- Works in a participative community approach.

Skills Specific to the post needed to put knowledge into practice.

- Excellent driving skills with a strong focus on safety, alertness, and defensive driving techniques.
- Good knowledge of vehicle maintenance and ability to detect and report mechanical faults.
- Strong understanding of traffic laws, road signs, and safe driving practices in both urban and rural settings.
- Ability to navigate efficiently using maps, GPS systems, and local knowledge.
- Punctuality, reliability, and the ability to follow schedules and instructions precisely.
- Ability to remain calm and composed in high-pressure or emergency situations.
- High level of professionalism when dealing with passengers, organization staff.
- Trustworthiness and ability to handle confidential documents or items during transport.
- Physical fitness and stamina to drive long distances when required.

HOW TO APPLY:

If you believe you are the ideal person we are looking for. Please send the application to ajira@rafikisdo.or.tz **and indicate the position title in the email subject line.** The closing date for these applications will be on Monday, 18 August, 2025 17:00 hrs.

NOTE: *Rafiki-SDO will not refund any costs incurred by any applicant in preparation for this application. This includes, but not limited to cost for submitting an application, attending interview and other communication related to the application. Rafiki-SDO will inform those successful, if you will not be contacted two weeks after closing date of this job advert consider yourself as unsuccessful. Thank you for your interest of working with Rafiki-SDO and supporting initiatives for saving children, youths and marginalized groups.*

To learn more about Rafiki-SDO visit: www.rafikisdo.or.tz