



EMPLOYMENT OPPORTUNITY

The Children's Dignity Forum (CDF) is a voluntary, private, non-governmental, non-partisan and non-profit-making Civil Society children's rights organization based in Dar es Salaam as its headquarters, founded and registered in 2006 under the NGO Act No. 24/2002. CDF has offices in Tarime District, Mara Region and Mpwapwa District, Dodoma Region. For more information about CDF, please visit us at www.cdftz.org, www.facebook.com/cdftz and [Instagram@cdf_tanzania](https://www.instagram.com/cdf_tanzania).

Due to the strategic expansion along with the implementation of the new CDF Strategic Plan 2020-2024, CDF is looking for the qualified and motivated person to fill the following position with immediate effect:

DRIVER (ONE POST)

Reporting: Human Resource and Administration Officer

Supervises: None

Duty station: Dar es Salaam

The candidate will perform the following duties as listed below:

Duties and Responsibilities

1. Dimensions of Role

- Vehicle maintenance and management
- Staff and material transportation
- Provide clerical duties

2. Key End Results of Position

Vehicle

- Cleans vehicle and perform routine checks to ensure it has proper working tools on a daily basis.
- Refuels vehicle using an approved fuel voucher and records this on the vehicle log sheet appropriately.
- Parks vehicle safely at designated place at the end of each working day not later than 6pm.
- Ensures that after hours travel have prior formal approval by the Head of Finance and Human Resource Officer.
- Compliance to the motor vehicle policy provisions.

Staff and material transportation

- Transports staff and designated people to all areas as instructed.
- Ferries goods to required points as may be directed from time to time.



- Ensure that all organization assets are not left unattended in the vehicle whilst parked.
- Files in accurately the vehicle log books and submits to HR Officer by the second day of the month.
- Prepares monthly vehicles' maintenance reports for allocated vehicles.

Clerical's services provision

- Dispatch and deliver all documents between CDF and other project partners.
- Performs clerical work in the office when required. This includes banking, filing, sourcing quotations, writing purchase requests and general data capture.

Communication and Working Relationships

- Direct report to Human Resource Officer and dotted line to Head of Finance (CDF).
- Executive Director
- Program Officers
- Project partners/ stakeholders

Qualifications, Skills, Knowledge & Abilities

- Class "C" driver's license plus valid defensive driving certificate
- "O" levels including competence in English Language and Mathematics.
- Certificate in logistics, administration/ procurement an added advantage.
- A minimum of five years of experience in vehicle maintenance and driving
- Good communication skills
- Good interpersonal skills
- Good computer skills
- Communicates effectively

Remuneration: An attractive package commensurate to the qualifications and relevant experience will be availed to the successful candidate.

Interested candidates should send their applications to Human Resource Officer via hrrecruit@cdftz.org or deliver in person at CDF's office located in Mwenje area, Plot No. 161/162, Mama Ngoma House, 2nd Floor, Dar es Salaam. Only short listed candidates will be contacted for interview.

Application closing date: 25th November, 2018



Note: For those sending their applications via email, please submit cover letter and recent Curriculum Vitae only in a single file.