

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Project Driver (5 posts)  
**Reports To:** Administrative Officer/Assistant  
**Work Station:** Katavi  
**Apply By:** September 15, 2022

### 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, service delivery and policy translation.

### Position Summary

Ifakara Health Institute seeks **Project Drivers** to join the PMI | Tanzania Malaria Surveillance Activity (TMSA) team. They will be driving the Activity team (and guests) to the various study areas and sometimes outside the study areas.

The PMI | Tanzania Malaria Surveillance Activity is a five-year program (August 2022 – August 2027) implemented by Ifakara Health Institute, which supports the Government of Tanzania (GOT) in reducing malaria burden and in moving towards malaria elimination. The Activity is made possible by the support of the American people through the US President's Malaria Initiative (PMI) and the United States Agency for International Development (USAID).

The PMI | TMSA works with the GOT to reduce malaria burden and move towards the long-term goal of malaria elimination—while achieving USAID's strategy to support institutional growth and capacity development for local institutions. The PMI | TMSA will address the urgent healthcare needs of malaria at-risk populations, especially vulnerable pregnant women and children under five, and support Tanzania partners to grow and execute malaria programs sustainably and successfully.

The PMI | TMSA project will primarily work to support both facility- and community-based malaria activities in all districts of Katavi region, as well as making contribution to the national malaria priorities through the National Malaria Control Programme (NMCP).

### Duties and Responsibilities

- Transport official passengers/visitors and suppliers within and outside the study area.
- Responsible for the day-to-day minor maintenance and cleanliness of the vehicle in his/her charge.
- Keep the line manager informed if any irregularities happen to the Activity vehicles and suggest the necessary steps as per advice received from the Head Mechanic or Transport Officer.

#### Ifakara Branch

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

#### Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni  
P.o. Box 78,373 Dar es Salaam  
Phone: +255222774756

#### Bagamoyo Branch

Off Chuguni Road  
P.o. Box 74 Bagamoyo  
Phone: +255232440065

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- Keep records of vehicle movements and gas refueling in logbooks as required for each vehicle assigned.
- Responsible for booking and servicing the car when service is due as per manufacturer's specifications.
- Keep vehicle services/maintenance records in a logbook.
- Undertake daily and weekly checklist of the vehicle and minor repair of vehicles under the administrative custody of the company and obtains appraisals on the cost of vehicle repairs.
- Support delivering and safe carrying of pouches, mails, documents, or parcels entrusted for transportation as assigned.
- Assist in the logistic work process as necessary and be flexible in working hours including over the weekend.
- Perform any other job-related duties assigned by the supervisor.

### Qualification and Experience

- Certificate of secondary education (Form IV/VI).
- Preferable with trade test grade three, driving license class C/C1/C2.
- At least 4 years of driving experience in International NGOs or Local NGOs with safe driving records.
- Fluent in Swahili and basic English communication skills both written and spoken.
- Knowledge of driving rules and regulations.

### Skills and Competencies

- Be able to fix the vehicle if a minor breakdown occurs.
- Have strong interpersonal skills.
- Be flexible.

### 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 email address below.

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The **deadline** for this application is **23:59hrs on Thursday, September 15<sup>th</sup> 2022**. All e-mail application subject lines should include: **PROJECT DRIVER – TMSA. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
#5 Ifakara Street Plot 463 Mikocheni  
P.O. Box 78,373  
Dar es Salaam, Tanzania  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)

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