

UNIVERSITY OF DAR ES SALAAM



CENTRE FOR CLIMATE CHANGE STUDIES

VACANCY ANNOUNCEMENT

POST TITLE : Driver
ORGANISATIONAL UNIT : University of Dar es Salaam, Centre for Climate Change Studies
DUTY STATION : Dar es Salaam

BACKGROUND

The Centre for Climate Change Studies (CCCS) located at the University of Dar es Salaam (UDSM) is a multi-disciplinary and inter-disciplinary research Centre for Climate Change related issues. These matters range from Academic and Professional Training, Basic and Applied Research as well as Outreach Programmes. The Centre addresses these pertinent issues through collaborations with Local and International partners.

OPPORTUNITY:

The Centre seeks to employ a **Driver** to provide support to the implementation of the day-to-day activities.

KEY ROLES AND RESPONSIBILITIES (including, but not limited to):

- (i) To ensure provision of reliable and safe driving services by driving organizational vehicle, visitors and delivery & collection of mails and/or documents.
- (ii) Ensure the availability and maintenance of all the required documents such as logbooks, vehicle insurance and necessary spare parts in the assigned vehicle.
- (iii) Responsible for safe-keeping of the vehicle and tools entrusted to him/ her.
- (iv) Maintain cleanliness of the vehicle and tools.
- (v) Maintain disciplined behaviour and proper conduct in rendering services to his/ her assignees.
- (vi) Report promptly any defect or problems detected in the vehicle.
- (vii) Perform any other duties assigned to him/her by the Director or his designate.

POSITION LOGISTICS:

- Will be based in Dar es Salaam at the Centre for Climate Change Studies.
- May require 20% of travelling.
- Work on a full-time basis.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Successfully completed Ordinary “O” Level Secondary Education with PASSES in Kiswahili and English.
- Possession of Trade Test Grade II, VIP Certificate from recognized Institutions such NIT or VETA will be an added advantage.
- Must have a valid Class “C” Driving License.

WORK EXPERIENCE:

- At least four years of working experience as a Driver.
- Professional work ethic including efficiency and punctuality.
- Safe driving record.
- Knowledge of driving rules and regulations and skills in minor vehicle repair.
- Excellent interpersonal and organizational skills.

LANGUAGES:

- Fluency on English and Kiswahili.
- Possess good writing and verbal communication skills.

REMUNERATION:

Attractive remuneration package will be offered to the right Candidate commensurate with his/ her qualifications and experience in accordance with Government circulars and directives.

DURATION OF THE ASSIGNMENT:

One-year contract with possibility of extension; subject to candidate’s performance and availability of funds.

MODE OF APPLICATION:

Interested candidates should apply in confidence to the Undersigned enclosing:

- (i) Signed application letter
- (ii) CV
- (iii) Photocopies of relevant Certificates and Transcripts
- (iv) Names and addresses of three (3) Referees
- (v) Mode of communication, e.g. telephone, e-mail, fax etc.

NOTE:

- (i) Applicants currently employed in the public service should channel their application letters through their respective Employers.
- (ii) Only shortlisted candidates will be contacted for interview.

Interested applicants should submit their applications to the;

Director

Centre for Climate Change Studies

University of Dar es Salaam

P. O. Box 33453

DAR ES SALAAM

DEADLINE:

The closing date for the application is 14 days from the first appearance of this advertisement.