



1. JOB TITLE: Project Driver, Ugavi Bora, Afya Bora

Location: Dar es Salaam, Tanzania

Position Category: Local hire, paid in country

Posting Date: 07/02/2025

Deadline Date: 07/15/2025

Salary: Commensurate with experience and location.

DESCRIPTION

ORGANISATION BACKGROUND

JSI Research & Training Institute, Inc. is a nonprofit dedicated to improving lives through better health and education outcomes for individuals and communities. JSI works with government agencies, the private sector and local nonprofit and civil society organizations to identify and implement solutions to public health and education challenges. These partnerships enhance the quality and accessibility of systems and lead to better health and education outcomes both in the U.S. and globally. JSI has more than 1,000 employees across eight offices in the U.S. and 20 countries worldwide.

PROJECT OVERVIEW

The purpose of the Ugavi Bora, Afya Bora Project is to strengthen Tanzania's public health supply chain and pharmaceutical services to ensure sustainable access to and appropriate use of safe, effective, quality-assured, affordable health commodities. The Ugavi Bora, Afya Bora Project must work to develop the capacity of local systems, institutions, and individuals to sustainably manage supply chains,

for both client-procured health commodities and those procured through national/local systems, and to strengthen local pharmaceutical management systems, including quality pharmaceutical services and national regulatory systems

RESPONSIBILITIES

- Provide transportation and logistics services for Program activities in all implementing NextGen Ugavi Bora, Afya Bora Project geographic areas including Dar es Salaam and outside of Dar es Salaam
- Ensure safety of all passengers and property while providing transportation services
- Maintain cleanliness of assigned vehicle
- Perform daily inspections of vehicles and maintain accurate vehicle logs to record fuel consumption, mileage, repairs and other reports as required;
- Inform the Human Resource and Administration Manager, in writing, in a timely manner of all accidents, breakdowns, mechanical failures, faulty equipment or suspected defective or malfunctioning equipment
- Provide minor mechanical services to the vehicle when outside of Dar es Salaam, if necessary
- Understand and be capable of providing first aid, including CPR in the rare event of an accident
- Strictly adhere to organizational and donor policies and procedures and be capable of informing other staff of policies
- Strictly follow Tanzanian law in terms of transportation regulations (seatbelt usage, licensing, procedures to report accidents, etc.)
- Ensure vehicles are used for project purposes only and any irregularities or misuse is reported
- Assist Program staff with trainings and workshops; and
- Perform any other duties as assigned.

QUALIFICATIONS

- 3rd level driving license and outstanding driving record (as evidenced by references) required
- At least 5 years' experience working as a full time Driver
- Certificate of NIT required
- Knowledge of basic auto repair/mechanics
- Good communication skills
- Certification in First Aid
- Ability to communicate in English
- Ability to maintain strict confidentiality and professionalism
- Experience working with an international NGO preferred

Interested candidates should submit their resumes and cover letters online by 07/15/2025.

APPLY HERE

2. JOB TITLE: HR and Administration Officer

Location: Dar es Salaam, Tanzania

Position Category: Local hire, paid in country

Posting Date: 07/02/2025

Deadline Date: 07/15/2025

Salary: Commensurate with experience and location.

DESCRIPTION

ORGANIZATION OVERVIEW

JSI Research & Training Institute, Inc. is a nonprofit dedicated to improving lives through better health and education outcomes for individuals and communities. JSI works with government agencies, the private sector and local nonprofit and civil society organizations to identify and implement solutions to public health and education challenges. These partnerships enhance the quality and accessibility of systems and lead to better health and education outcomes both in the U.S. and globally. JSI has more than 1,000 employees across eight offices in the U.S. and 20 countries worldwide.

PROJECT SUMMARY

The purpose of the Ugavi Bora, Afya Bora Project is to strengthen Tanzania's public health supply chain and pharmaceutical services to ensure sustainable access to and appropriate use of safe, effective, quality-assured, affordable health commodities. The Ugavi Bora, Afya Bora Project must work to develop the capacity of local systems, institutions, and individuals to sustainably manage supply chains, for both client-procured health commodities and those procured through

national/local systems, and to strengthen local pharmaceutical management systems, including quality pharmaceutical services and national regulatory systems.

RESPONSIBILITIES

- Oversee office upkeep in terms of needed repairs and daily cleaning.
- Coordinate all logistical support for staff and consultants, office set up, hotel accommodations, conference bookings, etc.
- Ensure that staff are well set up and comfortable in the office and surrounding premises.
- Work on Procurement to ensure there are adequate office supplies and materials for activities.
- Manage the office stores and storage system including detailed record keeping of inventory levels, and monitoring of use by staff as appropriately required.
- Liaise with travel agents to obtain reservations and tickets for all project related in-country and international travel.
- Coordinate with Front Desk Officer and other staff to create and maintain administrative files for the office, additional filing support as needed.
- Work with the HR and Admin Manager to ensure safety and daily security of office premises including allocation of office keys.
- Oversee maintenance of all office supplies and equipment including the scheduling of routine maintenance, and oversight of outside services providers (excluding IT).
- Manage various service contracts in coordination with the HR and Admin Manager
- Assist the HR and Admin Manager with recruitment efforts including advert placement, review of applicants, coordination of interviews, filing documentation, preparing new employee documentation, etc.
- Ensure that all regulations and policies are implemented and in place.
- Perform any other duties as assigned.

QUALIFICATIONS

- First degree in Human Resources, Business Administration, Public Administration or related field, with a minimum of 3 years of office management experience in an international organization or multinational company.
- Previous experience in office management work.
- Problem solving skills with experience in coordination and supervision of staff.
- Strong verbal English and written communication skills.
- Versatility and ability to multi task and take initiative.
- Experience in inventory management.

- Proficiency in MS Office packages – word and excel.
- Experience in manual and electronic filing system.
- Assertiveness and ability to cope with work pressure.
- Attention to detail and high level of accuracy.
- Experience working with an international NGO preferred.
- Ability to deal appropriately with sensitive issues and maintain a high level of confidentiality at all times.

Interested candidates should submit their resumes and cover letters online by 07/15/2025

[APPLY HERE](#)