

**JOB VACANCY – DRIVER (3)**

**Title: 3 DRIVER - (STC) + POOL**

**Direct Reports : LOGISTICS SUPERVISOR**

**Contract Duration: 3 MONTH(S)**

**Location : DAR ES SALAAM**

**FOR NATIONAL STAFF ONLY**

**INTRODUCTION:**

*Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. MSF is therefore guided by the principles of neutrality and impartiality. These principles must apply to all MSF staff.*

**Required Criteria:**

**Minimum Educational Qualification:**

- Essential literacy and driving license class D compulsory.

**Experience:**

- Essential 2 years minimum of previous driving experience.
- Desirable experience with specific vehicles 4x4
- Desirable in MSF or other NGOs

**Languages:**

- English and Swahili (fluent, oral & written) required

**Objectives of the position:**

Coordinating and controlling the operation of vehicles in one location according to traffic regulations and MSF security rules and ensuring that the team of drivers perform properly their duties to ensure an adequate, efficient and safe transport of goods and people.

**Main Responsibilities:**

- Checking daily, the technical conditions of the assigned vehicle (state of the tires, oil, fuel, brakes, radio equipment, spare parts, etc.), performing weekly check according to the MSF Logbook, refilling it when necessary, and keeping it clean to ensure it can be driven in perfect conditions. Carrying out a hand over if another uses the vehicle.
- Ensuring the security of passengers in the vehicle, driving carefully, observing speed limits and traffic rules in the country as well as MSF security rules, in order to avoid car accidents.
- Ensuring all passengers have all necessary papers in order before travelling, and ensuring non-MSF staff sign disclaimers of responsibility before using the vehicle
- Ensuring correct loading and unloading of the vehicle, submitting the documents to the receiver of the goods, checking the status of delivered goods, returning the duly completed documents to Logistics and ensuring that the goods have the necessary documents.
- Ensuring that all vehicle documents and the driver's driving license are valid and in the vehicle.
- Informing the line manager of any incident involving the transportation of passengers and/or goods.
- Knowing how to use all types of radios, codes, call numbers and radio alphabets by heart and communicating with base according to MSF communications policy to inform the driver's position and any potential implications.
- Knowing and respecting the security rules related to vehicle movements, specifically those related to customs, checkpoints and roadblocks. Ensuring all passengers know and respect the security rules

**Main Competencies and Knowledge:**

- Flexibility, Commitment.
- Stress Management and Teamwork
- Desirable knowledge of basic mechanics
- Good knowledge of mission area roads
- Essential good vision
- Availability to travel and stay outside base overnight.

**APPLICATION DETAILS**

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than **Thursday, July 24<sup>th</sup> 2025 at 5:00 pm**. Please quote the job title on the email subject "**DRIVER**"

Please send your application to the email address [MSFCH-Tanzania-Recruitment@geneva.msf.org](mailto:MSFCH-Tanzania-Recruitment@geneva.msf.org). The applications can also be sent to P.O.Box 83 or can also be submitted at MSF offices situated in Nduta Refugees Camp, Kibondo District or at Plot N° 74, House 22, UPOROTO Street, URSINO Estate South, Dar es Salaam.or at MSF office situated in Liwale, Lindi.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process have access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact [msfch-tanzania-hrmanager@geneva.msf.org](mailto:msfch-tanzania-hrmanager@geneva.msf.org)

**ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED**

**JOB VACANCY – RADIO OPERATOR (1)**

**Title: 1 RADIO OPERATOR – (STC)**

**Direct Reports : LOGISTICS SUPERVISOR**

**Contract Duration: 3 MONTHS**

**Location : DAR ES SALAAM**

**FOR NATIONAL STAFF ONLY**

**INTRODUCTION:**

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**Required Criteria:**

**Minimum Educational Qualification:**

- Literacy. Desirable secondary education

**Experience:**

- Desirable work experience as radio operator in related jobs

**Languages:**

- English and Swahili (fluent, oral & written) required

**Main purpose:**

- Operating the VHF and HF radios, in accordance with the MSF security protocols and rules, in order to ensure quality and confidential radio communications for the operational needs of the project.

**Main competencies and knowledge:**

- Results and Quality Orientation, Teamwork and Cooperation, Flexibility, Commitment to MSF Principles and Stress Management
- Essential basic knowledge on mathematics, mechanical, electronic principles

**Main Responsibilities:**

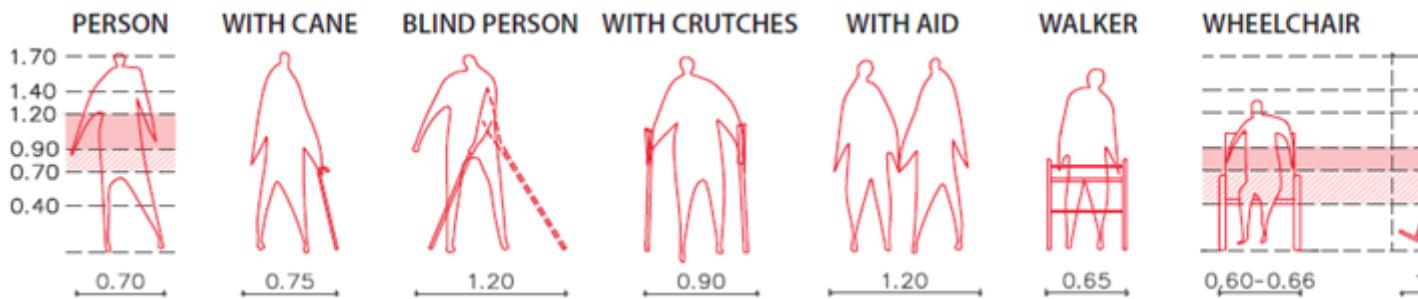
- Operating the HF and VHF radios, avoiding using any sensitive or security related information and following the MSF security rules. Ensures radio frequencies' (HF and VHF) quality and transmission capacity. Installs and programs frequencies in all type of radios when necessary
- Ensuring that messages are well copied/passed to all people concerned and records the messages on the radio logbook. Responding to radio contacts from other approved organizations and forwarding it on the information via this channel.
- Making radio contacts with reference bases according to communication rules / schedules and forwards all information concerning the security of the teams to the Project Coordinator.
- Monitoring and registering any movement, of people, vehicles, helicopters, airplanes and cargo, (departure, arrival, number of passengers, route taken, standard contact points) and informs line manager of any delays.
- Supervising and monitoring the VHF radio allocation book (handsets) and registering the loan of handsets to all staff, following it up on a regular basis.
- Installing, operating and performing preventive maintenance checks on assigned equipment, checking that the equipment is working properly and immediately informing the line manager of any damage/loss/theft.
- Maintaining the equipment, communications room and premises in clean and tidy conditions. Maintaining and supervising HF VHF batteries status in good maintenance conditions.
- Providing basic radio training when necessary to MSF staff.
- Manage all mobile phones assigned to radio room and receive all incoming calls.
- Work close with Head Driver on planning and sending vehicles/ambulances according to the request received.

- Changing one generator to another then call the mechanic to come and fix in case of any generator shut down during night hours or weekends.
- Make sure all MSF staff assigned to use walky talky, tablet and radio handset are signing out before taking and signing in on the return.

#### Competencies:

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Stress Management

Women, people living with disability or any persons feeling like being part of a minority is encouraged to apply.



#### APPLICATION DETAILS

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