

Job Title	Drivers (SEASCAPES) - 3 Positions
Location	Lindi–Kitwa, Tanga, and Mtwara (with frequent travel across SeaScape regions and AFO Head Office – Dar es Salaam)
Head Office Reporting	People & Culture Officer
Field Reporting (Daily Supervision)	Seascape In-Charge Officer
Type of Position	Fixed time
Grade and Salary	-
Contract Duration	1 Year, Renewable
Background.	<p>Action For Ocean (AFO) is a youth-led Non-Governmental Organization registered under the NGO Act, 2002 of the government of the United Republic of Tanzania with registration number 00NGO/R1/00151. AFO works to champion marine conservation, climate resilience, and sustainable livelihoods through science, innovation, and indigenous knowledge. As the organization grows, our internal systems must enable agility, compliance, and an empowered workforce.</p> <p>“Strong systems drive strong results- for our people and the communities we serve.”</p>
Job Purpose	<p>The Driver – Seascapes plays a key role in ensuring safe, reliable, and professional transportation services, directly supporting Action for Ocean’s (AFO) field operations and program delivery. The role contributes to staff safety, operational efficiency, community engagement, and timely execution of field activities.</p> <p>The position ensures strict adherence to defensive driving standards, compliance with safety and security protocols, proper vehicle care, and professional representation of AFO while engaging with staff, community members, partners, government stakeholders, and donors.</p>

Roles and responsibilities

A. Transportation & Logistics Support

- Provide safe and efficient transportation for AFO staff, visitors, partners, consultants, and donors.
- Practice **defensive driving** and adhere to all AFO and national road safety regulations.
- Conduct field trips, community engagement visits, monitoring missions, and official travel within SeaScape regions.
- Perform scheduled and unscheduled pickups and deliveries of documents, parcels, supplies, and field equipment.
- Support field logistics such as obtaining local permits, following up on regulatory requirements, and handling program-related errands.
- Uphold high standards of customer service, professionalism, punctuality, and courtesy.

B. Safety, Security & Vehicle Care

- Ensure the assigned vehicle meets all **operational, safety, and security standards**.
- Conduct daily vehicle inspections (fuel, oil, water, brakes, tires, lights, tools).
- Report mechanical problems, unsafe road conditions, or security risks immediately.
- Ensure availability and validity of all vehicle documents (insurance, registration, logbook).
- Safeguard safety equipment such as first aid kits, fire extinguishers, hazard triangles, and basic toolkits.
- Maintain cleanliness (interior & exterior) and roadworthiness of the vehicle at all times.
- Follow AFO procedures for incidents/accidents, including reporting, documentation, and cooperation with authorities.

C. Administrative & Compliance Support

(Administrative tasks must NOT interfere with safe driving duties.)

- Maintain accurate, up-to-date **manual or electronic logbooks**, fuel consumption records, mileage tracking, and monthly vehicle reports.
- Support administrative functions such as document filing, photocopying, and internal correspondence delivery.
- Assist with office logistics, stock movement, and distribution of supplies when required.
- Support SeaScape offices in compliance, safety, security, and good housekeeping practices.
- Provide timely communication and feedback to the Seascape In-Charge and People & Culture Officer.



“Thriving Aquatic Ecosystem and People”

D. Technology & Device Use

- Use smartphones or tablets for:
 - Navigation and GPS routing
 - Communication with supervisors and teams
 - Digital or electronic logbooks
 - Safety and reporting applications (when applicable)
- Support simple digital documentation and photo submissions for field operations, incidents, or deliveries.

E. Other Duties

- Perform duties aligned with program needs, SeaScape operations, and Systems & Compliance functions.
- Undertake any other tasks assigned by the People & Culture Officer or Seascape In-Charge, consistent with the role.

Key Deliverables

- Efficient functioning and uptime of all organizational systems.
- Secure, compliant data environment with regular backups and clean audit trails.
- Automated tools and digital solutions delivered to enhance workflow efficiency.
- Documented and functioning system integrations across departments.
- Rapid resolution of staff technical issues with clear support documentation.
- Updated IT inventory, system access logs, and documentation.
- Periodic reports on system usage, data integrity, and IT performance

Qualifications

- Certificate of Secondary Education (CSEE).
- Valid Class C Driving License with a clean record.
- Professional Driving Certificate from VETA/NIT or equivalent.
- Advanced Defensive/Off-road Driving Certificate (added advantage).
- NGO experience is an added advantage.

Key Competencies

Experience

- Minimum 5 years as a professional driver in NGOs, development projects, corporate, or field-based environments.
- Demonstrated long-distance driving experience, particularly in southern and coastal Tanzania.
- Experience in remote/field settings and community interaction is an added advantage.

Technical Skills

- Strong knowledge of Tanzanian road safety laws and defensive driving practices.
- Ability to identify road hazards and apply safe driving principles.
- Basic mechanical knowledge and ability to detect vehicle issues.
- Ability to use smartphones, navigation apps, and digital tools for logs and communication.

Behavioral Competencies

- Strong customer service orientation and respectful engagement with staff, communities, and visitors.
- High integrity, reliability, and confidentiality.
- Teamwork and adaptability in a dynamic field environment.
- Excellent time management and ability to work under pressure.
- Strong communication skills (Swahili essential; basic English preferred).
- Professional conduct and positive representation of AFO values.

Work Environment & Conditions

- Extensive travel across Lindi-Kilwa, Tanga, Mtwara, and occasional trips to Dar es Salaam.
- Long hours of driving, including early mornings and late evenings when necessary.
- Work in remote coastal areas with limited infrastructure.
- Regular interaction with local communities, government officials, and field stakeholders.
- Must adhere to AFO safety, security, and safeguarding protocols at all times.

Personal qualities

- Commitment to respect and value equality and diversity, and understanding of how this applies to one's own area of work.
- Commitment to own continuing personal and professional development.
- Commitment to the vision, mission and values of AFO.
- Calm, steady, and adaptive in fast-paced environments.

Application Process

All applications should be submitted through [this form](#). AFO is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

The deadline for applications is: By 23:59 EAT on 24th December, 2025.



Job Title	IT Officer
Location	Dar es Salaam, Tanzania
Reporting	Head of People, Systems & Compliance
Type of Position	Fixed time
Grade and Salary	Grade D and Salary AFO 6
Contract Duration	1 Year, Renewable
Background.	<p>Action For Ocean (AFO) is a youth-led Non-Governmental Organization registered under the NGO Act, 2002 of the government of the United Republic of Tanzania with registration number 00NGO/R1/00151. AFO works to champion marine conservation, climate resilience, and sustainable livelihoods through science, innovation, and indigenous knowledge. As the organization grows, our internal systems must enable agility, compliance, and an empowered workforce.</p> <p>"Strong systems drive strong results- for our people and the communities we serve."</p>
Job Purpose	<p>The IT Officer will be responsible for maintaining, optimizing, and developing the organization's digital systems, data infrastructure, and technology tools. This role ensures smooth operations across all internal systems, supports staff with technical needs, strengthens data security and compliance, and contributes to developing digital solutions that improve organizational efficiency and effectiveness. The position plays a key role in managing HR and administrative systems, program data tools, and digital platforms used across the organization.</p>

Roles and responsibilities

Systems Administration Management

- Administer and maintain core organizational systems including Workpay (HRIS), DocuSign, Google Workspace, and other program data systems.
- Create, manage, and deactivate staff email accounts and user profiles across all platforms.
- Maintain proper system configurations, permissions, and security settings to ensure compliance and secure operations.
- Ensure seamless integration of systems where applicable and troubleshoot system-level issues.
- Produce system logs, technical documentation, and admin records.

Data Management & Security

- Oversee data protection measures, data storage, backup routines, and access controls.
- Ensure alignment with the organization's data protection policies, donor requirements, and legal frameworks.
- Support teams to develop data collection tools (e.g., digital forms, surveys, MIS tools) that ensure quality, accurate, and timely data.
- Lead periodic data audits, clean-ups, and quality assurance checks.
- Support MEL and program teams in data collection, cleaning, validation, and storage.
- Train staff on safe data handling and cybersecurity best practices.

Automation, Coding and Digital Tools

- Design and develop small-scale digital tools, dashboards, workflows, automations, and integrations to support day-to-day operations (these can include using Google Apps Script, Python, or JavaScript to reduce manual work and improve efficiency.)
- Collaborate with departments to identify system gaps and develop solutions that enhance efficiency and reduce manual workload.
- Develop integrations between systems (e.g., HRIS → dashboards → reporting tools or MEL Data collection tools - excel - dashboards).
- Maintain internal databases and digital utilities that help teams work faster and with fewer errors.
- Create templates, tracking tools, and simple web utilities to support departmental workflows.

AI Adoption & Digital Intelligence

- Deploy AI tools for document processing, research, reporting, translation, and workflow optimization.
- Train staff on responsible and safe use of AI tools.
- Develop and enforce internal AI guidelines covering privacy, accuracy, and ethical use.
- Monitor emerging AI threats such as deepfake scams, phishing patterns, and data leaks.
- Explore AI applications in marine monitoring, GIS, image recognition, early-warning systems, communications, and MEL.

IT Support & Helpdesk Functions

- Provide technical support to staff (hardware, software, connectivity, and systems access). Manage updated IT equipment inventory, ensuring maintenance, repairs, and proper documentation.
- Manage repairs, replacements, and vendor relationships.
- Conduct onboarding of new staff for systems, digital tools, and IT policies.
- Develop and update IT manuals, quick guides, and troubleshooting guides

Compliance & Governance

- Ensure technology use complies with organizational policies, IT standards, donor guidelines, and data protection laws.
- Implement and maintain cybersecurity measures (e.g., multi-factor authentication, password policies, device management).
- Support internal audits by providing system reports, user lists, and compliance evidence.
- Participate in development and review of IT and data policies, SOPs, and guidelines.

Cross-team Collaboration

- Work closely with the People, Systems & Compliance team to strengthen organizational systems and ensure smooth operations.
- Support MEL, Finance, Operations, Comms, and Programs with digital and data needs.
- Liaise with external IT service providers, software vendors, and consultants as needed
- Provide technical support for field technology, field data tools, and remote teams.

Key Deliverables

- Efficient functioning and uptime of all organizational systems.
- Secure, compliant data environment with regular backups and clean audit trails.
- Automated tools and digital solutions delivered to enhance workflow efficiency.
- Documented and functioning system integrations across departments.
- Rapid resolution of staff technical issues with clear support documentation.
- Updated IT inventory, system access logs, and documentation.
- Periodic reports on system usage, data integrity, and IT performance

Qualifications

- Bachelor's degree in Information Technology, Computer Science, Information Systems, Software Engineering, or a related field.
- Minimum 2–4 years of experience in IT administration, cloud platforms, system support, or related roles (NGO experience is an added advantage).
- Working knowledge on AI in the workplace and its applicability across different tasks.
- Hands-on experience managing HRIS, Google Workspace, and data collection platforms.
- Experience developing digital tools, automations, or basic applications (e.g., using Google Apps Script, databases, dashboards).
- Ability to code simple scripts or automations using Apps Script, Python, JavaScript, or SQL.
- Understanding of cybersecurity, device management, and cloud security principles.
- NGO experience is an added advantage.



Key Competencies

- Systems administration & cloud-platform management
- Data management, security & quality assurance
- Automation, scripting & workflow optimization
- AI literacy & Digital intelligence
- IT support, troubleshooting & infrastructure maintenance
- Cybersecurity awareness & compliance
- Technical documentation & user training
- Problem-solving & systems integration
- Collaboration across teams and with external vendors
- Innovation and continuous process improvement

Personal qualities

- Commitment to respect and value equality and diversity, and understanding of how this applies to one's own area of work.
- Commitment to own continuing personal and professional development.
- Commitment to the vision, mission and values of AFO.
- Calm, steady, and adaptive in fast-paced environments.

Other requirements

- Office-based with occasional travel to field sites.
- May require availability outside normal working hours during system emergencies

Application Process

All applications should be submitted through [this form](#). AFO is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

The deadline for applications is: By 23:59 EAT on Monday 23rd December, 2025.

