

Job Title	Drivers (SEASCAPES) - 3 Positions
Location	Lindi–Kilwa, 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.



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 12th January 2026

