



JOB TITLE: ADMINISTRATION INTERN/VOLUNTEER

Dar es Salaam, Tanzania, United Republic of

Intern

Company Description

Amref Health Africa –Tanzania is an independent, non-profit, non-governmental organization (NGO) whose mission is “to improve the health of people by partnering with and empowering communities and strengthening health systems”. Amref Health Africa-Tanzania is largely supported by Multilateral, Bilateral and National donors, implementing several programmes including HIV/AIDS/TB/Malaria, Reproductive, Maternal, New-born and Child Health, Water and sanitation, and clinical outreach. Amref Health Africa Tanzania’s projects respond to national health priorities and sustainable development goals (SDGs) in addressing the needs of needy communities mostly women and children. We work to increase the effectiveness, efficiency, and sustainability of health services by strengthening health systems, improving access to services, advocating stronger community health systems, and influencing health policies.

Job Description

The position of Transport Intern is responsible to compliment the office of Transport and comprehensively support revolutionizing transportation support unit to become efficient, time effective and efficient at optimized costs to the organization as it accomplishing Health support services to Tanzania in collaboration with the Government of United Republic of Tanzania.

To accomplish this below is the summarized general responsibilities of the role;

- In collaboration with accounting staff, retrieving, organizing Transport related costs from payment system and inputting them to the Fleet management system to ensure correlation and consistency with accounting and operational data in transport unit.

- Working with Fleet management system vendor staff in performing health checks on the system to ensure the intended system matches with AMREF transport unit objectives.
- Working with Transport unit on a day- to day basis in supporting transportation services provision to projects implemented at AMREF.
- Under the supervision of the Transport officer, reconciling fuel vouchers presented from regional Admin/Logistics officer to ensure accuracy before payments is affected to vendors' bank accounts.
- Reminding drivers to complying with safety standards and maintaining vehicles in top and acceptable working order.
- Issuing all transport policy reminders in complying with parking time limit set, proper recording to vehicle log books, submission of monthly log books for reporting preparations as required.
- Assisting Transport Officer in ensuring daily uploading to fleet management data into the Fleet Management System and that no vehicle services without inputting data to the system.
- Perform all duties under Administration as assigned
- Performing any other duties as may be assigned in the Department.

Qualifications

- Degree in Logistics and Transport OR equivalency from a TCU recognized college/University.

Skills

- Excellent interpersonal skills and able to manage customer relationships both external and internal.
- Able in managing his/her attitude especially at working place.
- Time management conscious and highly organized.
- Problem solving and innovative to ensure efficiency in executing tasks given.

Additional Information

Please include a cover letter that highlights why you believe you are an ideal candidate for this role, along with your CV showcasing your relevant skills and experience. The application deadline is **Friday, February 6, 2026**

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