



## VOLUNTEERING OPPORTUNITIES

MSI Tanzania, a Non-Governmental Organization, is a social enterprise and a leading provider of family planning, sexual and reproductive health care and allied services. MSI Tanzania is a partner of the Government of Tanzania and a member of the Marie Stopes International (MSI) Global Partnership, which operates in 36 countries worldwide. MSI Reproductive Choices is one of the world's leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose.

MSI Tanzania is gladly seeking for the qualified volunteers for the following positions:

### **Drivers – (10 Positions).**

**Duty Stations:** Dar es Salaam, Dodoma, Mwanza, Makambako with frequent travel across the regions.

***Our organization is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.***

### **Responsibilities:**

- Driving a vehicle as per MSI's policy & guidelines with supervision of the Fleet Coordinator.
- Making retirement of the reimbursements issued for the assignments upon completion of activities.
- To provide the required support to the staff passengers including ensuring timely starting & ending of trips.
- To support the distribution of office's parcels as per instruction given by Fleet Coordinator or Logistics team.
- Proper handling of vehicle including ensuring vehicle security, cleanliness, supervising vehicles at garage during inspection and maintenance.
- Making minor & simple vehicle repairs for instance changing the flat tires whenever there is a need.
- Proper keeping of vehicle records including the services, the trips made recorded in the logbook etc.
- Prepare and share monthly reports as directed by a Fleet Coordinator.
- Taking a full responsibility of daily vehicle's management including the proper fuel utilization as well as flagging out any risks for timely solution.

### **Minimum Requirements:**

#### **Qualifications:**

- Possessing valid driving license of grade B, but grade E is an added advantage.
- Valid Driving certificate from reputable institution.
- Computer literate. Presenting a certificate of basic computer application course.

#### **Experience:**

- Experience of working with NGO(s) is required.
- Ready to travel in upcountry regions.

#### **Skills:**

- Ability to network and create positive, mutually co-operative relationships.
- Strong administrative skills.
- Pro-active and self -initiated.

If you feel that you are able to meet the requirements and you are motivated enough to be part of the team, please send your applications including your curriculum vitae (CV) and a cover letter detailing your suitability and why you are interested in the position to the address below:

Director of People and Culture  
MSI Tanzania  
11 Majuva Street – Mwenge

**'We serve our clients with a smile☺, always'**



P. O. Box 7072, Dar Es Salaam.

**Telephone: +255 22 2774991 / 4**

**VOIP +255 768 987 780**

E-mail : [jobs@mst.or.tz](mailto:jobs@mst.or.tz)

**Closing date:** This is an urgent recruitment hence all applications should reach the addressee before **Tuesday, February 17, 2026.**