



## **JOB TITLE: Project Drivers ( 7 positions)**

**Job ID:** 2026-7705

**Location:** TZ-Zanzibar

**Category:** Local

**Employment Status:** Full-Time

### **Overview**

The Reaching Impact, Saturation and Epidemic Control (RISE) project is funded by the U.S. Department of State (DoS) to support malaria prevention, diagnosis, treatment, surveillance, and monitoring and evaluation activities across Mainland Tanzania and Zanzibar. Implemented in close collaboration with the National Malaria Control Programme (NMCP), the Zanzibar Malaria Elimination Programme (ZAMEP), and Regional Administration and Local Government (RALG) structures, the project strengthens alignment with national malaria strategies, improves service delivery quality, and enhances health system performance and resilience.

The current implementation period (December 2025 to September 2026) requires intensive, time-bound, multi-region field execution supported by strong implementation management, effective stakeholder coordination, and consistent follow-through.

The Project Driver (PD) provides dedicated transport and logistics support to the project team by operating and maintaining an assigned project vehicle in a clean, safe, and roadworthy condition. The PD ensures timely and secure transportation of staff and project property for approved activities and supports travel planning. The role ensures compliance with U.S. Government and Jhpiego motor vehicle use and fuel policies, and adherence to the Tanzania Road Traffic Act. The PD coordinates with the supervisor, designated RISE lead driver(s) and the Senior Program Officer on scheduling and procurement for vehicle maintenance, insurance, and alternative transport arrangements as required.

**Deadline for application : March 9, 2026**

## **Responsibilities**

### **1. *Transport Services and Route Planning***

- Provide dedicated transport services to staff and visitors for pre-approved activities, balancing safety, efficiency, and punctuality.
- Support route planning, including departure times, travel duration, and arrival schedules, to ensure safe and efficient travel in compliance with speed, parking, and operational guidelines.
- Support travel and movement of staff and project property across assigned regions in line with approved activity plans.

### **2. *Vehicle Operation and Maintenance***

- Operate the assigned motor vehicle, fuel card, devices, and accessories strictly for approved purposes and in compliance with internal and external policies.
- Ensure the assigned motor vehicle is clean, well maintained, and roadworthy at all times in accordance with the Tanzania Road Traffic Act.
- Conduct routine vehicle checks and promptly report mechanical issues, accidents, or incidents to the supervisor and relevant offices.

### **3. *Documentation, Fuel, and Compliance***

- Maintain accurate vehicle usage, mileage, and fuel logs with required signatures, reconcile fuel consumption, and submit reports on time.
- Ensure personal driving license is valid and current, and that all required vehicle documentation (insurance, registration, inspection certificates) is up to date and properly filed.
- Comply fully with U.S. Government and Jhpiego motor vehicle operation, fuel card, and reporting policies.

### **4. *Safety, Conduct, and Accountability***

- Observe all road safety requirements, traffic laws, and defensive driving practices at all times.
- Demonstrate professional conduct, courtesy, and respect when transporting staff, visitors, and partners.
- Maintain confidentiality and safeguard passengers, project property, and equipment during travel and field activities.

### **5. *Logistics and Field Activity Support***

- Support photocopying, organizing, packing, and setting up materials for meetings and trainings using checklists provided by the activity lead.

- Support receipt, collection, and delivery of commodities according to approved distribution plans and ensure completion and signing of delivery documentation.
- Administer participant registration using Jhpiego digital registration devices during project-supported activities, in compliance with data and usage protocols.

#### 6. ***Coordination and Additional Duties***

- Assist with inspection of hired vehicles supporting planned activities, advise on suitability, and orient drivers on documentation and reporting requirements.
- Provide guidance on motorcycle use, support rider testing and ensure motorcycle operation and maintenance comply with internal policies, external regulations, and road safety requirements.

Support additional duties within or outside project regions as assigned, including participation in car-pooling arrangements with other Jhpiego or U.S. Government-funded projects

#### **Required Qualifications**

- Valid class “C” driving license. Certificate of Advanced Driver’s Grade Two (VIP) from the National Institute of Transport (NIT) an added advantage.
- Basic knowledge of vehicle mechanics preferred.
- At least 5 years’ driving experience. Experience working with INGO desirable.
- Experience supporting large donor-funded activities in rural areas especially in any of the RISE Malaria project geographies or Jhpiego implementation geographies is an added advantage.
- Field oriented and comfortable working with multi-disciplinary teams, able to contribute to teamwork and interact with staff at all levels including government officials.

#### **Preferred Qualifications**

- Ability to communicate effectively in Kiswahili and English.
- Basic knowledge of MS Office (email, Internet, Word) and ability to train up in Jhpiego systems.
- Willingness to live in any location in Dar Es Salaam, Kagera and Pwani in Mainland Tanzania or Pemba and Unguja in Zanzibar, and periodically support other geographies.
- Ability and willingness to travel up to 70% time

**APPLY HERE**