



JOB TITLE: Driver

The pay range for this role is:

1,286,200 – 1,579,438.41 TZS per month (Tanzania Head Office)

THE ROLE

The Driver will be responsible for providing safe, reliable, and efficient transportation services for Trees for the Future Tanzania staff, goods, and official visitors. The role ensures that vehicles are maintained in good condition, operated in compliance with road safety regulations, and available to support program activities. In addition, the Driver supports field teams with logistical and administrative tasks, contributing to the effective implementation of program activities and overall operational efficiency.

This position is based in **Simiyu (Bariadi), Tanzania** and will report to the **Administration Officer**.

DIMENSIONS OF THE ROLE

- Provision of safe, reliable, and efficient transport services for staff, partners, visitors, goods, and organisational assets.
- Support for field operations through transportation and logistical assistance for program implementation, monitoring activities, training, workshops, and community engagements.
- Responsibility for the cleanliness, security, roadworthiness, and overall condition of assigned vehicle(s).

- Maintenance of accurate vehicle records, including mileage, fuel consumption, servicing, repairs, and utilisation data.
- Compliance with traffic laws, road safety regulations, organisational policies, and vehicle documentation requirements.
- Coordination with staff, vendors, mechanics, service providers, and relevant authorities to facilitate transportation and vehicle management activities.
- Contribution to operational efficiency through effective vehicle utilisation, timely transportation services, and minimised disruptions to program activities.
- Application of sound judgment in route planning, risk management, and the safeguarding of passengers, vehicles, and organisational assets.
- Support for administrative and logistical functions through the execution of authorised errands and operational assignments as required.

RESPONSIBILITIES

Transportation and Logistics Support

- Safely and efficiently transport staff, consultants, partners, visitors, and authorised personnel to field sites, meetings, training, workshops, community engagements, and other official destinations, ensuring timely arrivals and departures.
- Provide transportation support for program implementation, monitoring visits, field operations, emergency travel, and other organisational activities.
- Deliver documents, equipment, supplies, tools, and other organisational assets safely and on time.
- Support logistical and administrative activities, including procurement runs, banking transactions, courier services, airport transfers, and other official assignments.
- Assist in coordinating transport schedules, vehicle utilisation, and logistics for meetings, training, workshops, and events, including loading and unloading materials as required.

Vehicle Management and Maintenance

- Conduct daily vehicle inspections before and after trips to ensure roadworthiness, including checks on fuel, oil, coolant, tyres, brakes, lights, battery, and other critical components.
- Maintain assigned vehicle(s) in a clean, safe, secure, and serviceable condition at all times.
- Monitor vehicle performance, promptly identify and report mechanical issues, and coordinate routine servicing, repairs, inspections, and preventive maintenance.
- Maintain accurate vehicle records, including mileage, fuel consumption, maintenance history, repairs, and utilisation reports.

- Ensure all vehicle documentation, including insurance, registration, licenses, permits, and inspection certificates, remains valid, current, and readily available.

Safety, Compliance, and Risk Management

- Comply with all Tanzanian traffic laws, road safety regulations, and Trees for the Future policies and procedures.
- Apply defensive driving practices and ensure passengers adhere to vehicle safety requirements, including wearing seat belts.
- Assess road, weather, and security conditions to select safe and efficient travel routes.
- Immediately report accidents, incidents, vehicle damage, mechanical failures, security concerns, traffic violations, or other risks to the supervisor.

Professional Conduct and Organisational Support

- Maintain the confidentiality and security of passengers, organisational information, documents, and assets.
- Build and maintain professional relationships with staff, visitors, service providers, government authorities, and other stakeholders.
- Represent Trees for the Future professionally and courteously in all interactions.
- Contribute to effective program delivery by ensuring reliable transportation services and supporting field teams with logistics and operational activities.
- Perform any other official duties assigned by the Administration Officer or management from time to time.

WHO YOU ARE

- **An Enthusiastic Advocate for TREES' Mission and Values** – You take pride in supporting a team dedicated to growing sustainable communities, improving livelihoods, and restoring the environment. You uphold integrity, collaboration, resilience, and continuous learning in your work.
- **A Safe and Reliable Driver** – You prioritise road safety, follow traffic laws, and ensure staff and goods are transported efficiently.
- **A Strong Communicator and Team Player** – You coordinate effectively with colleagues, follow instructions, and maintain professionalism in all interactions.
- **An Organised and Detail-Oriented Professional** – You keep accurate vehicle logs, monitor maintenance schedules, and ensure all transport operations run smoothly.
- **A Problem-Solver with Mechanical Awareness** – You can identify and address minor vehicle issues and report mechanical concerns promptly.
- **A Dependable and Adaptable Supporter** – You assist in logistics and administrative tasks when needed, ensuring seamless daily operations.

QUALIFICATIONS AND EXPERIENCE

- Possession of a valid Tanzanian driver's license (Category C or above) with a clean driving record. **(MUST)**
- Minimum of four (4) years of professional driving experience, preferably in an NGO or corporate setting.
- Knowledge of Tanzanian road networks, traffic regulations, and defensive driving techniques.
- Basic mechanical skills for troubleshooting minor vehicle issues.
- Fluency in Swahili; basic English communication skills are an advantage.
- Strong time management, organisation, and reliability in handling duties.
- Use of basic computer skills (Microsoft Office Suite)

WORK ENVIRONMENT AND BENEFITS

- TREES is an International Organisation that strives to be the best home for staff who want to make an impact on the lives of the farmers we serve. We believe that the diversity of our staff contributes to excellence. TREES values collaboration and teamwork that foster increased engagement and innovation for professional growth.
- We offer a multicultural, collegial work environment, along with a competitive salary, medical insurance, and paid time off, for our Country Staff.

APPLY

If this opportunity speaks to you, please apply with 1) a cover letter that explains why TREES' work excites you and why this role is a fit for you, and your current monthly gross salary and 2) your resume by COB **13 July 2026**. Ensure that both documents are shared as PDF or Word documents. We review applications on a rolling basis.

[APPLY HERE- CLICK HERE](#)