

JOB POSTING – DRIVER

Organization:	Right To Play Tanzania
Department/Division:	Logistics
Reports to:	Logistics Coordinator
Work Location:	Mugumu-Serengeti, Tanzania
Work Arrangement:	In-office work arrangement based on the operational needs of the project
Authorized to work in:	Tanzania (Eligible to work legally without visa or work permit sponsorship)
Target Hiring Salary:	Starting from TSH.14,871,558 /- per annum (before taxes)
Target Start Date:	April 2025 (subjected to approval of funding from the donor)
Contract Duration:	Full-time , 12 months contract with possibility of renewal based on performance and availability of funding
Application Closing Date:	January 24th, 2025, 23:59 EAT

ABOUT US:

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

OUR CULTURE:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

ROLE SUMMARY:

The Driver reports directly to the Logistics Coordinator. The main responsibility of the Driver is to provide safe transport services of passengers as required, ensuring that all passengers adheres to safety regulations. The incumbent works closely with the Country Safety and Security Focal Person (CSSFP) and receives technical advice and direction from him/her.



WHAT YOU'LL DO:

#1: Driving and vehicle maintenance (80% of Time):

- Provides driving services to staff and other passengers between locations as scheduled by supervisor.
- Interacts with staff/visitors/customers in a professional manner; ensures all policies and procedures are strictly adhered to, ensuring customer satisfaction. Reports customer challenges to supervisor, if necessary.
- Conducts daily checks of the assigned vehicle for proper levels of fuel, motor oil, tire pressure, brakes and water level.
- Performs minor maintenance when necessary.
- Presents vehicle in a clean and tidy manner by ensuring that the vehicle is properly always maintained and clean by washing both the inside and outside parts of the vehicle.
- Maintains mileage logbook and schedules regular maintenance service with approval from supervisor.
- Maintains all vehicle documents including vehicle registration, insurance, road tax, parking fees, road licenses and others; keeps always updated.
- Stocks essential in the vehicle is always supplies such as first aid kit and necessary spare parts ready.
- Undertakes errands to and/or from vendors, suppliers and banks as requested by supervisor.
- Reports Traffic incidents and necessary repairs to supervisor and authorities according to existing operating procedure.

#2: Security and Safety (15% of Time):

- Consults with the CSSFP all safety and security matters.
- Accepts the responsibility to be aware of situations that may affect the safety of staff; Updates the CD and the CSSFP on observed safety & security changes.
- Guarantees that products and staff are protected and always secured.
- Reports and advises on any risks and/or incidents that may affect RTP in the respective country relating to travel, safety and security.
- Monitors security situations in the road and ensures that safety and security procedures are implemented while moving in the field.
- Ensures that all immediate steps/actions required by safety and security rules and regulations are taken in case of involvement in accidents.

#3: Other Tasks as Assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Secondary school (A-Level certificate) or vocational school diploma
- A valid driver's license
- First Aid training
- Professional driving course from Institute of transportation

EXPERIENCE:

- Minimum of 3 years' driving experience with an international NGO
- Good Experience in Security and Safety Management



KNOWLEDGE/TECHNICAL SKILLS:

- Proficiency in use of Microsoft applications, including Excel and Word
- Understanding of quality control processes
- Ability to use automated procurement systems
- Understanding of fleet management
- Skilled in record keeping and documentation

LANGUAGES:

- Fluency in spoken and written English and Kiswahili Languages

BONUS IF YOU'LL BRING (Desired Qualification):

- Degree in Project Management

WHO YOU ARE:

You are highly driven, collaborative with a passion for working with children and youth. You have the ability to follow a pre-set schedule and create a plan to reach the required destination on time. You have good interpersonal and organizational skills. You have the ability to work well with people from varied backgrounds and cultures at all levels in organization. You are flexible and adaptable.

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical insurance, group disability and life insurance)
- Flexible work arrangements (e.g. hybrid and flex hours)
- 28 days annual leave
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- 4 months Maternity leave
- 10 days paternity leave
- Annual learning week
- Annual staff recognition awards and long service awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events
- Opportunity of job enrichment/enlargement through paid acting or additional responsibility assignments

HOW TO APPLY:



Phone: +255 22 277 4161



Address: Plot #466, Regent Estate Mikocheni: P.O. Box 79701 - Dar es Salaam
Tanzania



Website: righttoplay.com



If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application link: <https://righttoplay.hiringplatform.ca/197524-driver-mara-tz-january-2025/866327-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately after the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.



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