



Delegation of European Union to the United Republic of Tanzania is looking for a Driver
Reference: OPS/2016/EU-ADM

We are

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have similar functions to those of an embassy.

The EU Delegation to Tanzania in the partnership with Tanzania and the East African Community:

- Shares the values and interests of the European Union;
- Promotes fundamental rights, good governance and accountable democracy;
- Supports Tanzania's development agenda and sustainable development goals for a better life for all
- Stimulate inclusive growth, private sector and job creation;
- Fosters regional peace and stability, economic integration and trade development

We offer

We offer a full post of a Driver with a three month probationary period. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as a Driver – this job function may be changed in accordance with the needs of the Delegation. The successful candidate will serve as support staff across the Delegation under the supervision and responsibility of the relevant Head of Section.

This is a full time employment and the duty station is Dar es Salaam with upcountry missions at times. This post is allocated in salary group 5 for local agents, which has a minimum gross salary of **TZS 958,040** per month.

We offer other entitlements as per European Union Human Resources procedures applicable to locally recruited staff. The definitive salary will be determined based on the professional experience of the successful candidate. We offer a competitive position in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

The selected candidate will be responsible for:

- Driving staff to appointments and functions as requested during and after working hours where necessary
- Regular, at least once per week, cleaning and control check-up of the vehicles making sure that necessary maintenance and repair is identified in time avoiding cost intensive deterioration of the vehicle park

- Making sure all Delegation properties within the car are always safe and maintained
- Following and picking up various documents from respective ministries and executive agencies as required
- Maintain a record of daily visits both in the mail registration book (dispatch) and vehicle log books available in each Delegation Vehicle.
- Manual work in the office and accommodations (copying, moving assets)
- General assistance to Head of Administration when required

We look for:

Education, knowledge and skills

- School leaving certificate (matriculation), Form Four Certificate is an added advantage
- Knowledge of IT tools Microsoft Office, ability to familiarize with IT Systems in an added advantage

Languages

- Excellent communication skills in Swahili, very good communication skills in English. Knowledge of French or German is an advantage

Minimum working experience

- Three years of professional driving
- Good traffic record (to be verified prior to employment).

Desired Skills

- Excellent driving skills and possession of a valid driving license (Professional training is considered an advantage)
- Good knowledge of vehicle maintenance requirements
- Good knowledge of the city including locations of other Embassies, Ministries and International Organisations
- Service-oriented and flexibility on schedules. Capacity to work in a multicultural team, showing good interpersonal skills
- Good level of computer literacy is an asset (Word, Excel, Access, PowerPoint, Outlook, Internet)
- High degree of confidentiality, discretion, loyalty and responsibility.
- Physically fit to perform the duties

How to apply

Please send your application and supporting documents to DELEGATION-TANZANIA-HR-RECRUITMENT@eeas.europa.eu by **October 12th, 2016 at 4:00pm (EAT)**. The package should include a cover letter, a detailed CV and a copy of your valid driving licence. All applications will be evaluated equally and only shortlisted candidates will be contacted for interview and tests.

The Delegation will not supply additional information or discuss the selection procedure by telephone: Please address any queries concerning this procedure to the above provided e-mail address.