



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Embassy of Switzerland in Tanzania

The Embassy of Switzerland in Tanzania safeguards Switzerland's various interests. The Embassy is involved in development cooperation and is working in partnership with governmental institutions, private sector, NGOs, as well as with other national and international agencies. The goal of the Swiss Development Cooperation is sustainable poverty reduction. In Tanzania the focus of the program support is on Health, Employment & Income as well as on Governance with a budget of approx. 24 Mio. Swiss Francs per year.

In order to strengthen our administrative team we are currently looking for a pro-active, competent and independent Tanzanian professional in order to fill the position of a

Driver

Job Description / Responsibility

- Drive Embassy personnel / visitors in Dar es Salaam and up country
- Delivery of documents, parcels and goods to partners and government offices.
- Office vehicle management; following up with vehicle service schedules, log book management.
- Occasionally driving to up country for field visits.
- Support office staff for small errands, collection/delivery of mails
- Assist in general office work if required

Requirements

Education

- Minimum of Secondary School Education,
- Driver license (Categories B, C3 and D)
- Good command of written and spoken English and Kiswahili

Work Experience

- Minimum of 5 years work experience with a reputable organization is required
- A flair for various mechanical issues and ability to do specific minor repairs independently

Other skills

- Flexible and readiness to work at night and on weekends if requested
- Technical skills, able to do minor vehicle repair work
- Self-motivated and friendly personality
- Basic computer knowledge (Microsoft Outlook, Word, Excel)

The following work experience represents a strong advantage:

- Formal technical certification in facilities repairs and maintenance,
- Work experience in dealing with government agencies (MOFA, TRA, RITA etc.) and working with diplomatic missions/development agencies/international non-profit organization would be an advantage

Interested candidates who fulfill the requirements are required to request the application form through our email daressalaam.jobapplication@eda.admin.ch

Only shortlisted candidates will be contacted for an assessment.

Application Deadline: 14 November 2022