

UNIVERSITY OF DAR ES SALAAM



VACANCIES

The University of Dar es Salaam invites applications from suitably qualified Tanzanians to be considered for immediate employment to fill the following vacant posts:

1. Job Title: Driver (2 posts)

A: Qualifications and Experience

Holder of Form IV certificate of Secondary Education with passes in Kiswahili and English plus a Basic Driving Course certificate from VETA or other recognised College. Must have a valid Driving Licence in class E or C1 with at least one (1) year driving experience without causing accident. Possession of Trade Test II or CBET II from a recognized Institution will be an added advantage.

B: Duties and Responsibilities

- (i) To drive University vehicles for department/Unit safely;
- (ii) To maintain and keep up-to-date log-books;
- (iii) To ensure that valid documents are obtained prior to commencing any journey
- (iv) To ensure safety of passenger (s) during driving;
- (v) To ensure safe-keeping and cleanliness of the vehicle and its tools;
- (vi) To keep motor vehicle in good running conditions and reports immediately faults and defects to Transport officer;
- (vii) To maintain disciplined behaviour, smartness and proper conduct in rendering services;
- (viii) To adhere to Vehicle Maintenance Schedules;
- (ix) To report promptly any defects or problems detected in the vehicle;
- (x) To perform messenger duties and responsibilities such as dispatching documents/letters, collecting mail, photocopying of documents;
- (xi) To perform any other related duties and responsibilities as may be assigned by one's reporting officer.

C: Salary Scale: PGSS 2

TERMS OF SERVICE

One (1) year fixed contract

MODE OF APPLICATION

Interested candidates should apply in confidence enclosing:

- i. Detailed CV which includes names and addresses of three referees.
- ii. Certified copies of relevant academic certificates and transcripts.
- iii. Photocopy of birth certificate.
- iv. Valid Driving Licence in class E or C1
- v. Preferred mode of communication, e.g. telephone, email.

NOTE:

- i. Certificate from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examination Council of Tanzania (NECTA).
- ii. All applicants must be Citizens of Tanzania with an age not above 45 years of age.
- iii. Applicants must indicate their National Identification Numbers (NIDA Number).
- iv. Presentation of forged certificates and other information will result in disqualification and legal action.
- v. Applicants retired or terminated from public service for whatever reason should not apply.
- vi. Only shortlisted candidates will be contacted for an interview.
- vii. Deadline for application is 15th December, 2022

NB: All applications must be sent through UDSM recruitment portal by using the following address:

https://hrmis.udsm.ac.tz/hrportal/index.php/application_list and not otherwise.

Released by
Deputy Vice Chancellor – Planning, Finance and Administration
University of Dar es Salaam

Released on
02nd December, 2022