Our Client, The East African Community is a regional intergovernmental organization comprising the Republic of Burundi, the Republic of Kenya, the Republic of Rwanda, the United Republic of Tanzania, and the Republic of Uganda with its headquarters in Arusha, Tanzania.

The EAC mission is to widen and deepen economic, political, social and cultural integration to improve the quality of life of the people of East Africa through increased competitiveness, value added production, trade and investments.

This is an exciting opportunity for highly motivated and result-driven professionals who are citizens of East African Community Partner States (Burundi, Kenya, Rwanda, Tanzania and Uganda) to apply for the following position tenable at East African Health Research Commission (EAHRC):

**DRIVER**  
(REF: EAC/HR/2014-2015/029)

**GRADE:** G2  
**REPORTS TO:** Office Secretary /Administrative Assistant  
**ORGAN/INSTITUTION:** East African Health Research Commission (EAHRC)  
**STATION:** Bujumbura, Burundi

**POSITION SUMMARY:**

To provide transport and communication support and ensure that all vehicles of the East African Community Health Research Commission (EAHRC) are well maintained and also ensure that their respective log books, spares, accessories, fuel cards, oils and lubricants are secured.
DUTIES AND RESPONSIBILITIES:

1. Transports officers of the East African Community Health Research Commission (EACHRC) on official duty.
2. Log vehicle movements and mileage.
3. Monitor expiry dates of vehicle licenses, insurance and maintenance/service schedules and provide timely reports to the Administrative Assistant for renewal/service.
4. Maintain daily cleanliness of the vehicles and Check engine oil and water levels before work.
5. Undertake errands as instructed (e.g. mail delivery and collection, message delivery, payments of bills etc) as may be assigned.
6. Provide support service within the Office (e.g. photocopying, binding, franking etc).
7. Detect and report any vehicle breakages or mechanical defaults for management action.
8. Liaise with Office Administrator for refuelling of the vehicles
9. Collect and deliver intra-office mail, documents, and messages on prescribed schedules
10. Responsible for collecting, photocopying and delivery documents, payment of bills, collection of mail etc.
11. Perform Office cleaning duties
12. Prepare and ensure office refreshments are served to staff on a regular schedule
13. Perform any other duties as may be assigned from time to time

ACADEMIC QUALIFICATIONS:

1. Ordinary Level Certificate or equivalent qualification;
2. A valid driving license category B, C and D;
3. Five (5) years’ post qualification experience driving company vehicles;
4. Clean driving record since attaining the licence;
5. Certificate of Good Conduct from current/previous employer.

SKILLS AND COMPETENCIES:

1. Pleasant personality
2. Self motivated and neat
3. Computer Literate
5. Fluency and/or Working knowledge of French and or Kiswahili will be an added advantage.
6. Ability to work in a multicultural and diverse environment

DURATION OF CONTRACT: Five (5) years, renewable.
TERMS AND CONDITIONS OF SERVICE

Professional staff positions are tenable for a contract of five (5) years renewable once, while the general staff positions are tenable for five (5) years renewable until mandatory retirement age of 60 years subject satisfactory conduct and performance.

This position is subject to the application of the Quota System.

FRINGE BENEFITS

All posts offer attractive fringe benefits including housing allowance, transport allowance, education allowance, a medical scheme, and insurance cover.

EDUCATION QUALIFICATIONS

All candidates applying must have qualifications that are recognised by the relevant national accreditation body in their respective countries. This condition is applicable for locally and internationally attained qualifications.

All professions that require registration with the specific professional bodies will be expected to do so in compliance with the requirements of their respective countries. Examples include: Accountants, Auditors, Engineers, Procurement Specialists, and Medical Personnel.

RELEVANT WORKING EXPERIENCE

Relevant working experience in this regard refers to post education work experience. Internship, training, apprenticeship and clerkship will not be considered as relevant work experience. The same will apply for any experience attained before professional certification where relevant.

EQUAL OPPORTUNITY

The EAC is an equal opportunity employer; therefore, female candidates are particularly encouraged to apply. EAC will only respond to those candidates who strictly meet the set requirements.

HOW TO APPLY

Interested candidates who meet the qualification and experience requirements for the above mentioned position are advised to send their applications, detailed curriculum vitae, photocopies of academic certificates, and names and contact details of three referees. Please quote the respective reference number on both on the application letter and envelope. For electronic submission, please quote the respective reference number on the subject of the email and send to the address given below.

Applications should be submitted to the address below not later than Monday, 6th April 2015.
Please note:

1. You may submit your application either electronically or in hard copy but not both.
2. Applications which do not: indicate nationality and age; the reference number; or have an application letter attached; have certified copies of academic certificates; or fail to provide three referees will be disqualified.

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