

Internal & External Vacancy Advertisement

ActionAid Tanzania is an anti-poverty agency working to end poverty and injustice.

“Qualified women are highly encouraged to apply for this position”

“ActionAid is an equal opportunity Employer”

ActionAid Tanzania (AATZ) is an affiliate member of the ActionAid International Federation, a global force working with women, men, and children living in poverty and exclusion to find solutions to alleviate poverty and injustice. AATZ has been operating in Tanzania since 1998 as a cross-border initiative by ActionAid Kenya and later transformed into a full-fledged Country Program in 2000. Since then, AATZ has rolled out five Country Strategy Papers that have contributed to the overall development of the country. AATZ is registered in the Tanzania Mainland and complied with the Zanzibar Society Act no 6 of 1995 and is represented at the ActionAid International Assembly.

Currently, the organization is looking for a qualified, experienced, and self-motivated young person to fill the following vacant position:

Job Title: Administration and Logistics assistant

Workstation: Dar es Salaam

Reports to: Human Resources and Administration Manager.

Duration of placement: 24 months

Job Role:

To provide Administration and logistical support aimed at facilitating the effective and efficient running of activities to staff and stakeholders. From supervision of Organizational Vehicles, managing Drivers (temporary drivers), arranging proper logistical management for both Local and International Visit. The role will also be supporting Administration activities of the organization.

Key Responsibilities

The Administration and Logistics assistant shall have the following responsibilities:

- Monitor stock levels of fuel and oil at AATZ head office and with vehicles traveling are always sufficient and replenished on time.
- To ensure proper management of AATZ vehicles at the Head Office by checking vehicles service schedules, and keeping them clean, fueled and well maintained.
- Provide official transport to staff and or Visitors by driving AATZ vehicles as approved and scheduled by appropriate authority.
- Ensure LRPs vehicles are properly maintained, and logbooks are filled properly
- Ensure the Vehicle is tested immediately after returning from garage and faults reported timely.
- Monitor and ensure that logbooks are maintained and updated at head office, local rights programs, and projects

- Work with Car Trucking system to analyze distance covered and fuel consumptions of head office vehicles and provide report on this to the supervisor and ensure similar analysis is made to all vehicles maintained at local rights programs (LRPs) and projects.
- Assist in collecting procurement documents e.g., quotations from suppliers.
- Assist in procurement of office supplies. As per the approved purchase orders
- Receiving AATZ visitors at the airport.
- Ensure office premises are clean and neat and support HR on security issues
- Ensure HQ generator is functioning well all the time and making sure it is serviced regularly
- Assess and facilitate vehicle maintenance demands across the organization
- Explore sources of training for driving and / or basic mechanics skills and ensure relevant staff get the training with the approval of the supervisor
- Preparing monthly vehicles and motorcycle report for quarterly analysis reports (like vehicle maintenance, mileage, fuel, insurance, logbooks, road license etc..) across the organization
- Ensure occupational health and safety equipment (e.g., fire extinguishers) is in place and serviced according to supplier's recommendations
- Support the HR & Administration Manager on security matters for staff, office premises and personal security for staff, visitors and all stakeholders

Essential Experience and Skills:

- Have a minimum of five (5) years' experience in a similar position from a reputable organization
- Proven general knowledge on office logistics support functions
- Excellent Public relation skills
- Communication skills with language basic in English and Swahili
- Training in Basic Administration and Logistics Management is an added advantage
- Good knowledge of Traffic rules and regulations, and country geographical outlay
- Carry out pre-travel inspection of vehicles and establish journey preparedness, notify the line manager accordingly (i.e. Inspect the vehicle and establish its condition i.e. oils, tire pressure, indicators etc.)
- Review assigned travel schedules, plan and document travel routing and timing
- Transport AATZ staff and property to assigned locations in line with the approved travel plans
- Maintain vehicle security before, during and after travel and report on any identified irregularities in line with the vehicle placidity to work with minimum supervision and deliver desired results.
- Carry out basic regular maintenance of the vehicles (i.e. refilling the vehicle i.e. coolants, battery water, hydraulic oil and brake fluid)
- Take the Vehicle for servicing and repairs, monitor and report on service provider's work
- Develop and submit reports on the status of vehicles and generator.
- Schedule generator and motorcycle for servicing and repair.
- Check and update the validity of statutory requirements (Vehicle logbook, insurance status and driving license)

Education Requirements:

- Diploma in Transport and logistics, Administration
- Form IV and appropriate college certificate -With a driving license class C or D and a certificate from NIT
- Training in Defensive Driving
- Basic computer skills and knowledge is a **MUST**
- Proven general knowledge on office logistics support functions
- Excellent Public relation skills
- Communication skills with language basic in English and Swahili
- Valid Driving License for long drive is a **MUST**
- VIP Driving certificate

ActionAid Tanzania is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Women are highly encouraged to apply.

*Interested candidates may send their application letter, CV's and academic certificates through jobs.tanzania@actionaid.org and CC agness.gondwe@actionaid.org Deadline for submission should be **20th April 2025** by 17.00 hours*

Opportunity