

## **DRIVER & ADMINISTRATION ASSISTANT**

### **About the Organisation**

Established in 2004, the Financial Sector Deepening Tanzania (FSDT) is a donor-funded financial sector market facilitator that aims to achieve poverty reduction through a transformative financial sector that offers inclusive and sustainable financial solutions to improve the livelihood, wellbeing, and empowerment of underserved Tanzanians. FSDT's work is guided by the Market Systems Development (MSD) approach, which aims to develop market systems that benefit the poor, offering them capacities and opportunities to improve their lives.

Currently, our main target markets are women and youth, who have been identified as the most financially excluded market segments in the country. FSDT is dedicated to supporting the financial sector in delivering inclusive, quality financial solutions that meet the financial needs of women and youth.

Through FSDT facilitation, we hope to achieve the following changes in the market:

- Improved policies, legal and regulatory frameworks that promote gender equality, as well as economic and financial opportunities for women and youth.
- Improved availability of relevant financial sector infrastructures that will equip the financial sector players and other stakeholders with the ability to meet the needs and aspirations of women and youth.
- Financial service providers developing and scaling innovative and responsive financial solutions/tools for women and youth to promote equality, empowerment, and wellbeing.
- Improved confidence and capability of women and youth to demand and use financial solutions.

### **About the Role**

FSDT is seeking applications for the position of Driver & Administration Assistant who will play a pivotal role in supporting day to day operations by providing transportation services and administrative support. You will be responsible for transporting staff, clients, and materials safely and efficiently to various destinations. Additionally, you will assist with administrative tasks such as managing office supplies, handling correspondence, and providing general clerical support to the team.

The Driver & Administration Assistant will report to the Administration Officer.

### **Key Responsibilities**

#### **1. Transportation:**

- Safely operate company vehicles to transport staff, clients, and goods as needed.
- Adhere to all traffic laws and regulations to ensure the safety of passengers and cargo.
- Maintain cleanliness and organization of company vehicles, including regular inspections and maintenance checks.
- Prepare monthly fuel usage reports, vehicle and request log reports, insurance and service maintenance.

**2. Administrative Support:**

- Assist with office administrative tasks, including answering phones, responding to emails, and handling mail and front desk support.
- Organize and maintain office filing systems, both physical and digital for fuel receipts, and vehicle services.
- Assist with data entry, document preparation, scanning and filing and other clerical duties as assigned.
- Oversee office cleaning and coordinate schedule facility maintainances.

**3. Inventory Management:**

- Assist with inventory control by tracking and organizing office supplies and materials.
- Coordinate the ordering and restocking of office supplies as needed.

**4. Supporting Team Collaboration:**

- Collaborate with other team members to ensure seamless operations and communication within the office.
- Assist with special projects or tasks as assigned by management.

**Role Requirements****Qualifications:**

- Diploma or vocational certificate in automotive, transportation or logistics.
- Valid driver's license with a clean driving record and professional driving certificate.

**Relevant Experience:**

- At least 5 years of proven experience as a driver or vehicle transport operations or fleet management.
- Track record of safe and reliable driving with good customer feedback on both driving skills and customer service.

**Critical Technical Skills & Knowledge:**

- Excellent communication in English and Kiswahili
- Proficiency in MS Office (Word, Excel, Outlook).
- Ability to multitask and prioritize tasks effectively.
- Flexibility to adapt to changing priorities and work schedules.
- Strong commitment to safety and customer service.

**Working Conditions:**

- This position primarily operates in an office environment with regular travel required.
- Occasional evening or weekend work may be necessary.

**Personal Characteristics****Commitment & Drive for Results:**

You have values and personal ambitions that are aligned with FSDT's goals to support the financial sector to offer inclusive and sustainable financial solutions.

**Initiative & Decisiveness**

You have a strong sense of ownership: taking personal responsibility for work, the impact we are seeking, and the achievement of critical higher-level goals. You are proactive in seeking out information or resources necessary for success, and you're able to overcome problems or obstacles with a 'can-do' attitude.

**Learning & Innovation**

You continually improve your skills and knowledge and role-model a personal commitment to professional development. You are quick to recognise opportunities or new ideas and make use of them in your own work; and you respond to a new situation, or tough feedback, by learning, adapting and improving.

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**How to Apply:**

Please submit your application via email to [vacancy@fsdt.or.tz](mailto:vacancy@fsdt.or.tz)

Only short-listed candidates will be contacted.

**Application Deadline: Friday 20<sup>th</sup> April 2024**

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***FSDT provides equal employment opportunities (EEO) to all applicants for employment.***