



# HUMAN DEVELOPMENT TRUST (HDT)

## HEAD OFFICE

PLOT NO. 16 MIKOCHENI INDUSTRIAL AREA, COCA COLA ROAD

FIRST FLOOR, JOSAM HOUSE,

P.O. Box 65147, Dar Es Salaam-Tanzania.

Tel: +255 22 2772264/86, Fax: +255 22 2772299

Website: [www.hdt.or.tz](http://www.hdt.or.tz). Email: [info@hdt.or.tz](mailto:info@hdt.or.tz)

<b>Job Title:</b>	<b>Transport Officer</b>
<b>Department:</b>	<b>Finance and Admin</b>
<b>Budget responsibility</b>	<b>Low</b>
<b>Immediate Superior:</b>	<b>Director of Finance and Admin</b>

### Role of Transport Officer:

Reporting to the Director of Finance and Administration, You will manage the automobiles and transport logistics for the office.

### Specific roles:

1. Overseas vehicle maintenance, insurance and other legal requirement as per laws of URT; maintenance for all office cars, generators and motor cycles
2. Manage staff movement, transportation of products to and from regional offices; provide transport at Dar Es Salaam office
3. Create and manage system for efficient vehicle management including reviewing monthly reports, mentor other drivers, self drive test for staff using office vehicles etc.
4. Provide support on procurement issues related automobiles and other office supplies
5. Any other duties as reasonably assigned to you by line manager

### Personal specification.

1. Form four and above
2. Driving course certificate from National Institute of Transport (NIT) or VETA with valid Driving license (class C or D)
3. Experience in office administration, logistic, supply, procurement, human resource management
4. Experience working in voluntary or charity for at least two years
5. Computer and fluent in English

### Mode of application:

The suitable applicant should fill the application form and submit to [jobs@hdt.or.tz](mailto:jobs@hdt.or.tz) not later than March 27<sup>th</sup> 2011. Ladies are encouraged to apply.

### Development for all

**Mbeya Regional Office**  
P.O Box 333, Tukuyu, Mbeya  
Tel/fax: +255 252552217

#### FIELD OFFICES

**Kagera Regional Office**  
P.O Box 108, Ngara, Kagera  
Tel/fax: +255 732 983 253  
Mobile: +255 718 328 382  
Office: Posta Building, Near Rulenge Police Station

Office: KKKT Konde Diocese (behind NBC)