



1. Position Title: Warehouse Worker (Fuel) (All Interested Candidates)

Announcement Number: DaresSalaam-2024-032

Hiring Agency: Embassy Dar Es Salaam

Open Period: 05/23/2024 - 06/06/2024

Vacancy Time Zone: GMT+3

Series/Grade: LE - 0805 2

Salary: TZS TSh14,327,600 /Per Year

Work Schedule: Full-time - 40HRS PER WEEK

Promotion Potential: LE-2

Duty Location(s): 1 Vacancy in Dar Es Salaam, TZ

Duties

WAREHOUSEMAN DUTIES: 60%

- Follows verbal and/or written instructions from the supervisor to move items in/out of warehouses to designated locations in the case of housing make-readies, office functions, pouch runs, auctions, and for specific requests.
- Unloads incoming shipments including supplies, office equipment, and household furniture. Opens packing boxes, storage crates, and pallets.
- Moves supplies to proper storage areas using handcart or other appropriate handling equipment to include forklifts.
- Assists with setting up for embassy functions and events mission-wide as needed.

- Assists with the conduct of the annual inventory. Assists in checking storage areas to ensure that items of supply are properly and safely stored in the correct locations.
- Maintains cleanliness and organization of warehouses by sweeping and removing trash. Occasionally helps with minor cleaning of apartments and houses for new

arrivals.

-- Provides other duties as assigned.

FUEL TANKER ASSISTANT: 30%

-- Serves as a fuel tanker assistant for residential generators fuel delivery. Dispenses fuel from the tanker to the residential generator. Records and reports fuels issuance. Strictly adheres to security and safety procedures.

CONTRACTORS ESCORT: 10%

-- Perform escort responsibilities for contractors, as directed.

Job holder will perform other related duties as assigned.

Qualifications and Evaluations

Requirements: EXPERIENCE: One (1) year experience performing manual work and records keeping work is required.

JOB KNOWLEDGE:

Education Requirements: Completion of Secondary School (Form IV) is required.

Evaluations:

LANGUAGE: Level II (Limited Knowledge) Speaking/Reading/Writing English is required. Level III (Good Working Knowledge) Speaking/Reading/Writing Swahili is required. (This may be tested)

SKILLS AND ABILITIES: Must have manual labor skills. Must have basic numerical skills. Must have a valid driver's license. Must be able to react quickly to emergency situations utilizing proper safety equipment and procedures. Ability to safely operate fuel pumps and fuel tanker flow pump.

Required Documents:

To qualify based on education, you **MUST** submit the requested degree and transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

All Applicants:

- Secondary School Certificate (Form IV)
- Proof of citizenship
- Driver's License
- Work Permit

Eligible Family Member Applicants:

- Copy of Sponsor's Orders/Assignment Notification (or equivalent)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation

(if applicable)
• SF-50 (if applicable)

Next Steps:

Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

[APPLY HERE](#)

2. Position Title: Chauffeurs (All Interested Candidates)

Announcement Number: DaresSalaam-2024-033

Hiring Agency: Embassy Dar Es Salaam

Open Period: 05/23/2024 - 06/06/2024

Vacancy Time Zone: GMT+3

Series/Grade: LE - 1015 3

Salary: TZS TSh17,879,915 /Per Year

Work Schedule: Full-time - 45 HRS PER WEEK

Promotion Potential: LE-3

Duty Location(s): 2 Vacancy in Dar Es Salaam, TZ

Duties

This position is responsible for driving U.S. Government-owned vehicles carrying passengers and cargo. Serves as a chauffeur in the U.S. Embassy motor pool with responsibility for seeing to the safety and comfort of passengers in transit and security of cargo when transporting supplies and equipment. Acts as a messenger in delivering invitations and other various documents. The position is supervised by the Motor Pool supervisor.

(70 %) CHAUFFEUR

Operates motor vehicles carrying personnel in the city and on up country trips in Tanzania. Assists all passengers with luggage or other materials they may be carrying. Acts as a messenger in delivering documents or invitations in the city. Provides courteous service. Maintains neat, clean, and professional appearance at all times. Serves as a back-up Truck Driver when needed.

(20%) MOTOR VEHICLES OPERATIONS AND MAINTENANCE

Responsible for the safety operation and maintenance of the assigned vehicles. Responsible for the proper loading and unloading of the vehicle and security of cargo in transit. Cleans and inspects the vehicle before, during and after each trip. Reports to the dispatchers of any vehicle defects. Ensures that the vehicle has an adequate supply of fuel (min 50% full tank), oil and coolant. Delivers the vehicle to the garage for preventive maintenance

(10%) REPORTING

Makes daily entries on trip tickets, vehicle inspection reports, and fuel purchases in ILMS/FMIS. Completes daily vehicle inspection logs. Immediately reports to the Dispatcher and the American officer of accidents. Prepares accident reports as early as possible.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

Qualifications and Evaluations

Requirements:

EXPERIENCE: Must have a minimum of three (3) years of passengers driving experience (core duty of the position) from private corporations or government agencies is required.

JOB KNOWLEDGE: Must be familiar with local traffic laws and area traffic patterns. Should have thorough knowledge of roads and streets in Dar es Salaam. Must be familiar with simple auto mechanics.

Education Requirements: Completion of Primary School is required.

Evaluations:

LANGUAGE: Mandatory: Level III (Good Working Knowledge) Speaking/Reading/Writing English is required. Level III (Good Working Knowledge) Speaking/Reading/Writing Swahili is required. (This may be tested)

SKILLS AND ABILITIES: Driving skills as evidenced by Tanzanian driver's license class "B", "C", "D" and "E" with no records of accidents for the last 3 years is required. Basic computer skills are required.

Required Documents:

To qualify based on education, you **MUST** submit the requested degree and transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

All Applicants:

- Primary School Certificate
- Proof of Citizenship
- Driver's License class "B", "C", "D" and "E"
- Work Permit

Eligible Family Member Applicants:

- Copy of Sponsor's Orders/Assignment Notification (or equivalent)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

Next Steps:

Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

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