



Position Title: THIS Fleet Assistant (1 Position)

Reports to: Fleet Supervisor

Employment Type: Full-time

Job Location: Dar es Salaam

Travel: Up to 50% in intervention districts outside of job location

About THIS 2022-2023:

The Tanzania HIV Impact Survey (THIS) is a national population-level HIV impact assessment (PHIA) conducted with support from the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and technical assistance through the U.S. Centers for Disease Control and Prevention (CDC) and ICAP at Columbia University. THIS is being led by the Government of Tanzania (GoT) through Tanzania Commission for AIDS (TACAIDS) and Zanzibar AIDS Commission (ZAC), and the Ministries of Health (MoH) of Mainland and Zanzibar, National Bureau of Statistics (NBS), the Office of Chief Government Statistician (OCGS), and the President's Office Regional Administration and Local Government (PORALG). The survey will be implemented by NBS, OCGS, and ICAP in collaboration with local partners, including the National Institute of Medical Research (NIMR), the Zanzibar Institute of Health Research (ZAHRI), Public Health Laboratories, the National AIDS Control Program (NACP), and the Zanzibar Integrated HIV, Hepatitis, Tuberculosis and Leprosy Program (ZIHHTLP).

Overall Job Function:

The THIS Fleet Assistant supports fleet management in the region to ensure timely and accurate services and maintenance for vehicles, motorcycles, boat, etc. S/he ensures fuel and maintenance records are in place and drivers are completing their reports timely to the central office including fuel consumption reports.

Specific Responsibilities and Duties:

- Support the THIS project logistics of fleet activities and requirements on program team including fuelling, service, and maintenance on a regular basis
- Follow up on weekly fuel reports on fleet consumption.
- Follow up on service/repairs and make sure they are done per requirements.
- Process all documents required for maintenance of the fleet.
- Conduct weekly check of vehicles logbooks and physical inspection of motorcycles on damages.
- Ensure rules and regulations are followed on safety and procedures.
- Conduct routine analysis and spot checks and make efficiency recommendations to the Fleet Supervisor in central office.
- Monitor fleet tracking system on movement on speed, location, and driving behaviour.
- Follow up on alerts to the fleet tracking system when there is an anomaly (e.g., over speeding, movement after hours, movement outside of geographic boundary etc.)



- Follow up on all issues regarding fleet including any incidents or accidents and report to line of duty and central Fleet Supervisor.
- Perform any other tasks assigned by the supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's degree/Advanced Diploma/Diploma in Business Administration/logistics in transport management.
- **Required Experience:** 1 Year of relevant experience in fleet support
- **Preferred Certification:** Class A, A2, B, D current and valid driving license
- Mechanical knowledge an added advantage
- Fluent in Kiswahili and English
- Computer knowledge especially MS Office including excel
- High level of knowledge on safety and security
- Possess some level of analytics in excel or other tools is preferred
- **Travel requirements:** Up to 50% in intervention districts outside of job location