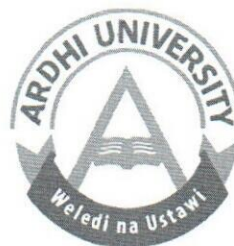




UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND  
TECHNOLOGY  
ARDHI UNIVERSITY (ARU)



**INTERNAL ADVERTISEMENT**

**TEMPORARY EMPLOYMENT OPPORTUNITY**

**DRIVER II POSITION**

Ardhi University subscribes to the policy of an equal opportunity employer and therefore invites applications from candidates who are interested to work in a thriving University environment and have requisite skills, qualifications and experience for a position as indicated below;

**1. POSITION: DRIVER II – 3 POSTS**

**a) Direct Entry Qualification**

Holder of Form IV Certificate of Secondary Education with passes in Kiswahili and English plus a Basic Driving Course certificate from a VETA or other recognized College. Must have a valid Driving License in class E or C1 with at least one (1) year driving experience without causing accident.

**b) Duties and Responsibilities**

- i) To drive motor vehicles in accordance with road traffic rules and regulations;
- ii) To inspect motor vehicle before and after any route/ journey in order to identify required maintenances or rehabilitation;
- iii) To ensure that a motor vehicles and its equipment's (jack, spanner, space, tyre etc.) are available and are in good condition;
- iv) To carry out minor/ routine maintenances of vehicles;
- v) To ensure that motor vehicles doors and windows are properly locked and safe all the time;
- vi) To ensure cleanliness of motor at all time;
- vii) To record and maintain records pertaining to any journey in the Logbook;
- viii) To assist in collecting and dispatching mails;
- ix) To report any accident immediately to Supervisor or Traffic Police; and,
- x) To perform any other related duties as may be assigned by Supervisor

**c) Salary Scale: PGSS 2**

## GENERAL REQUIREMENTS FOR ALL APPLICANTS

Applicants must submit signed application letters accompanied with the following:

- a) Certified copies of relevant academic and professional certificates;
- b) Applicants current CV;
- c) Three names and addresses of referees; and
- d) National Identity Card (NIDA) or NIDA Number;

Application should reach the University by using the address below. Deadline of receiving applications is 14<sup>th</sup> September, 2025.



The Deputy Vice Chancellor,  
(Planning, Finance and Administration),  
Ardhi University,  
P.O. Box 35176,  
Dar es Salaam.

**For: Deputy Vice Chancellor  
Planning, Finance and Administration  
Ardhi University  
P. O. Box 35176  
Dar es Salaam**