



**EMBASSY OF THE UNITED REPUBLIC OF TANZANIA ANKARA,
TURKEY**

EMPLOYMENT OPPORTUNITY

1. POSITION: DRIVER

2. Background

The Embassy of the United Republic of Tanzania in Ankara, Turkey is looking for a self-motivated individual with strong soft skills and pleasant personality to assume the position of **a Driver**.

i) Qualifications

- College Driving Skills.
- College Driving Certificate.
- Driving Licence Class "C"
- Age between 25 – 45 years

ii) Education, Experience, and skills Requirements:

- Good command of English and Turkish language
- Driving experience of at least 3 years
- Having a knowledge of fixing mechanical, electrical and electronic parts
- At least secondary school education

iii) Duties and Responsibilities:

- To Fall up on all embassy issues outside the office including mail box
- To Fall up on all airport issues including receiving and seeing off guests
- To drive the Embassy's vehicles;
- To maintain vehicle logbook and movement records;
- To maintain smooth running of vehicles;
- To assist in making simple repair of the vehicles;
- To maintain vehicle cleanliness and service schedule

iv) Attributes

We expect that the potential candidate should possess the following attributes:

- Punctual, dependable, responsible and reliable.
- Effective communication skills.
- Teamwork.
- Honesty and Integrity.
- Emotional intelligence.
- Positive attitude, ability to work under pressure with minimum supervision.
- Maturity, adaptability and flexibility.
- Confidentiality.
- Respect for organization culture including rules and regulations

3. Application process

If you are the right candidate for this position, please submit your application with attached relevant certificates, your curriculum vitae (CV) and contact information of three referees. Applicants should also submit a one-page declaration of why they should be considered and what value they will add to the Embassy. Applications should be in English language.

Applications and required attachments should be submitted to the following email address: ankara@nje.go.tz

4. Deadline

All applications should be received by 17.00 hrs, 18th August, 2025. Only shortlisted candidates will be informed and called for an interview to be conducted at a later date.

**EMBASSY OF THE UNITED REPUBLIC OF TANZANIA
ANKARA - TURKİYE**

29 July, 2025