



## **CAREER WITH BRAC ENTERPRISE TANZANIA LIMITED**

### ***About BRAC Enterprises Tanzania Limited (BETL)***

BRAC is one of the largest providers of non-formal education in the world. We have been running schools in Bangladesh for 30+ years and internationally since 2002. BRAC currently operates a global pre-primary school program in Bangladesh, Tanzania, and Uganda, and we are developing markets for early childhood development (ECD) for 3-5-year-olds in the same countries through our 'Play Labs' project. In Tanzania, this includes the operation of 30 play labs co-located with the Tanzanian Government and funded through the Yidan Prize.

BRAC Enterprises Tanzania Limited (BETL) is a registered private company in Tanzania. Working as a social enterprise, BETL is currently piloting a cross-subsidy business model for ECD to improve the development of 3-5-year-old children in Tanzania. Through this project, BRAC aims to catalyze the ECD private sector in Tanzania by developing a sustainable business model for the provision of low-cost, high-quality, and scalable play-based ECD program. The BETL team recently opened five schools and is in the process of launching one mobile ECD program in Dar es Salaam.

BRAC in Tanzania is seeking applications from competent, dynamic and self-motivated individual to fill up the following position;

### **Position: Driver**

***Job Location:*** Dar es Salaam.

### **Job Summary:**

The Driver will support BETL's operations by combining driving responsibilities with wider logistical and operational tasks. The role ensures smooth delivery of goods, timely execution of errands, and proactive support to business operations such as supplier engagement, property scouting, and procurement.

### **Education Qualifications**

NIT Advanced Certificate

### **Responsibilities:**

#### **1. Driving & Transport Support**

- Provide safe, reliable transport for staff, goods, and visitors as required.

- Ensure vehicles are maintained in good condition, with up-to-date documentation and servicing.
- Transport clients and/or packages to and from destinations.
- Interact with clients professionally at all times
- Ensure that the vehicle is always fueled and ready for use
- Keep mileage records and repair records up-to-date

## 2. Logistics & Errand Management

- Deliver and collect goods, supplies, and documentation to/from partners, affiliates, and service providers.
- Support procurement processes by collecting quotations, samples, or supplies from vendors.
- Assist in managing office and center-level logistics, including movement of equipment and materials.

## 3. Business Operations Support

- Identify and liaise with suppliers, vendors, and service providers to support BETL operations.
- Assist in scouting and verifying potential properties for affiliate expansion.
- Support the Operations Manager in coordinating day-to-day operational needs across centers.

## 4. Administrative & Record Keeping

- Maintain accurate records of deliveries, errands, vendor contacts, and procurement activities.
- Support event and training logistics, including set-up, transport, and distribution of materials.
- Ensure clear communication and timely reporting on tasks completed.

## 6. Safeguarding

- Follow BRACs safeguarding policies and procedures at all time.

### **Required Skills / Capacity**

- Valid driver's license and clean driving record.
- At least 2 years' experience in driving, logistics, or operational support.
- Strong knowledge of Dar es Salaam and surrounding areas.
- Ability to communicate effectively in Kiswahili and basic English.
- Good organizational and interpersonal skills.
- Reliable, proactive, and able to work with minimal supervision.

**EMPLOYMENT TYPE:** *CONTRACTUAL*

**SALARY:** *Negotiable*

### **How to apply:**

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: [bimcf.tanzania@brac.or.tz](mailto:bimcf.tanzania@brac.or.tz) with a subject "Driver"

Please mention the name of the position, in the subject bar.

Only complete applications will be accepted, and shortlisted candidates will be contacted.

**Application deadline: 10<sup>th</sup> September 2025**

BRAC is committed to safeguarding children, young people, and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

**BRAC is an equal opportunities employer.**