

**JOIN OUR MISSION
FOR CHILDREN AT RISK
ON THE STREETS**



PROJECT DRIVER

RAILWAY CHILDREN AFRICA - RECRUITMENT PACK

RAILWAY
children
No child lost to the streets



WE BELIEVE IN A WORLD WHERE NO CHILD EVER HAS TO LIVE ON THE STREETS

At Railway Children, we aim to reach vulnerable children found alone and at risk on the streets, and around railways, where they face abuse and exploitation. They find themselves living on the streets because they've nowhere else to go and nobody to turn to.

We stand for children, their childhoods and their futures.

OVER 10,000 CHILDREN SURVIVE ON THE STREETS OF TANZANIA

We work in Tanzania, where children alone on the streets are frequently regarded by society as a nuisance that must be tolerated - a 'problem' rather than vulnerable children who desperately need help and support. Many are treated as criminals and locked up with adults, where they are subjected to further violence and sexual abuse.

Our pioneering work enables us to get to children before the streets get to them.



OUR AIM FOR 2027 IS TO LEAVE NO CHILD BEHIND

Our new 2022-2027 strategy model focusses on four key action areas for change in order to protect the most vulnerable children, before, during and after they are alone and at risk on the streets:

1. Protecting vulnerable children and supporting their families.
2. Strengthening community responses.
3. Strengthening child protection systems and policies.
4. Invest in evidence building to establish programme models and practices that can be replicated.

At the heart of this is a focus and dedication to collaborating with others and the development of contextual safeguarding solutions, to protect all young people from harm and abuse.



WHO WE ARE



OUR VISION

We believe in a world where no child ever has to live on the streets.



OUR MISSION

Create and enable sustainable change for children living alone and at risk on the street.



OUR AIM FOR 2027

We will evidence and demonstrate, effective and sustainable safeguarding solutions for street connected children.

These Five Values Guide Our Work



NEVER GIVE UP

Face challenges head on.



HAVE COURAGE

Push boundaries.
Think Big.



EARN TRUST

Be Honest. Always act with Integrity.



SHOW COMPASSION

Respect and Dignity
for all.



NURTURE TALENT

Encourage growth.
Enable others.



OUR PEOPLE PROMISE

All that we can achieve as an organisation is only possible because we have dedicated, skilled and courageous people. Their tenacity, passion and compassion create a culture that enables us to deliver incremental value beyond the resources we could ever have available to us. We know this, we witness it every day and therefore we strive to create an organisation that values them and their contribution.

As we set out to achieve life saving change for vulnerable children, we make our people a promise:

-  We will ensure diversity and inclusion, following transparent, fair and rigorous recruitment processes that attract and encourage applications from a diverse range of candidates.
-  We will support new people to fully settle into their new role and our organisation by providing a structured induction and integration programme.
-  We will work with our people to identify their career and development goals and facilitate opportunities for growth.
-  We will develop and implement a wide range of initiatives that ensure that our people are well-managed, supported, cared for and feel valued, listened to and included.
-  When people leave, we will listen and learn and seek leavers to be ambassadors for Railway Children Africa.



THE ROLE

PROJECT DRIVER

Department:	Finance & Operations
Location:	Dar es Salaam
Responsible to:	RCA Finance Officer or Project Finance & Admin Officer
Responsible for:	N/A
Salary/Grade:	GradeA

JOB PURPOSE

This position is established for the effective delivery and efficient transport services for the project staff and activities as required in Favor of the Railway Children Africa Kesho Bora Project.

SPECIFIC ACCOUNTABILITIES

A: SAFE DRIVING

- To drive safely and comfort the organization's vehicles to different destinations i.e. field sites while discharging office duties.
- Ensures that the Logbook for the vehicles is properly maintained and filled appropriately for each trip and destinations.
- Ensure all employees, visitors or beneficiaries boarding the vehicle have been authorized to do so by relevant organization authorities.
- Maintaining the organization's vehicles and managing preventive repairs for them.
- Ensuring motor vehicle general Services are fully made after every 5,000 kilometres and the vehicles are maintained clean always and on a regular basis.
- Refuelling the vehicle on time and requesting fuel top ups as required. Ensure Admin personnel and supervisor has approved the fuel requests.
- Ensure that the vehicle's tires are of the required standard and the toolbox is available in the car all the time.
- Prepare the Monthly Fuel Consumption Report for Vehicles based on the travel Request Form and Logbook so that to allocate cost per project/Donor Funds and submit together with scanned/physical vehicle request, fuel top ups and mileage logbooks for reconciliation to Admin Personnel and supervisor for reviews
- Orient new employees and refresh existing employees on general vehicle usage and safety while on their trips. This may be extended to visitors and beneficiaries where appropriate.

B: LOGISTICS & OTHER OFFICE SUPPORT

- To dispatch office documents and parcels as may be directed by supervisors.
- Support the administrative functions of the department on logistics, storage and procurement of items including production of reports whenever necessary and requested by supervisor.

C: OTHER DUTIES:

- Any other duties in relation to the above as assigned by your supervisor.

D: GENERAL DUTIES

- Uphold and work within Railway Children's policies and procedures.
- Actively promote and embody Railway Children's core values of Integrity, Bravery, Innovation and Effectiveness across the organisation and partners.
- Travel to Railway Children's field operations as and when required.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

PERSON SPECIFICATIONS

KNOWLEDGE & EXPERIENCE:

- Sound knowledge of various vehicle management skills.
- Also being familiar with Tanzania's environment and locations
- Driving and traffic road signs understanding,
- 3+ years' experience in NGO Driving or other reputable organization.
- A certificate from NIT is an added advantage

SKILL SETS:

- Certificate of Secondary Education.
- Certification in Driving preferred class "C" license (C1, C2, C3)
- Good communication and time management.
- Excellent interpersonal skills and ability to relate to children.
- Knowledge on MS Office applications, especially Word and Excel and in various accounting software.
- Strong presentation skills.
- Fluent Kiswahili and English.
- Strong documentation skills.
- Being analytical and having eye for detail.

ATTITUDE

- Flexible can-do mentality.
- Alignment with core organizational values.
- A strong commitment to the principle of transparency and integrity in finance practices.
- Commitment to working on the cause of children in difficult circumstances.
- Willingness to travel extensively.
- Ability to work on own initiative and also as part of a team.
- Ability to work under pressure.
- Dynamism and a strong sense of 'doing what it takes' for the cause.



A GREAT PLACE TO WORK

Railway Children Africa is an International NGO registered in Tanzania, no. I-NGO/R1/00941, as an affiliate of our parent company Railway Children UK.

Railway Children has been working in Africa for over 10 years. We continually strive to provide a positive work environment for all our employees.

This is an exciting time to be joining Railway Children Africa.

In the next five years we have exciting plans to upscale our work dramatically.

If you would like to be part of this exciting journey, we'd love to hear from you.



STILL INTERESTED?

HOW TO APPLY...

To apply for this position, please complete the application form and return it to jobs.mwanza@railwaychildren.or.tz Please include job title applied for in email subject. Please note that Railway Children will only accept applications made using this application form and will not accept CVs, academic certificates or covering letters.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of background and reference checks including criminal records check.

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application.

Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

Closing date: 14th February 2025 at 17:00 East African time.

THANK YOU.