



TERMS OF REFERENCE FOR THE SELECTION OF MOTOR VEHICLE MECHANIC

Title: Motor Vehicle Mechanic

Reporting Relationship: Transport Officer

Appointing Authority: Executive Director

1. BASIC FUNCTIONS:

To assist the Transport Officer in all activities related to service and maintenance ensure proper running condition of TASAF vehicles.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES:

He/she shall:

- a) Plan and uphold mechanical and maintenance schedules by preparing daily, weekly, monthly, quarterly, and annual maintenance schedules;
- b) Carry out regular inspection of motor vehicles and generators to proactively identify required repairs, spares, tools, equipment, and materials.
- c) Conduct pre-repair inspections and prepare vehicle investigation/inspection reports before sending vehicles off-site for major repairs.
- d) Verify and document all work performed; attach service reports and parts used to each job record.
- e) Order, receive and manage spare parts and consumables; ensure correct part numbers and maintain stock levels.
- f) Prepare and maintain detailed inventory records for assigned vehicles/parts, noting condition and serial/asset numbers.
- g) Perform safety checks and road tests to confirm repair quality and vehicle roadworthiness after each service before a vehicle is given to a driver.
- h) Provide technical advice and recommendations to the Transport Officer on vehicle condition, repair priorities and replacement needs.

- i) Prepare quarterly reports on fleet mechanical condition, common faults and recommended actions.
- j) Perform final inspection and testing of TASAF vehicles after repair to ensure compliance with manufacturer specifications and safety standards;
- k) Follow safety protocols and keep the work environment safe, clean and secure;
- l) Advise the Transport Officer on appropriate spare parts and provide consultation on the repair and maintenance of TASAF motor vehicles;
- m) Through a provided Worksheet/Logbook, prepare and submit to Transport Officer a monthly report documenting maintenance activities, repairs and overall conditions of vehicles to ensure operational efficiency, safety and cost control;
- n) Providing emergency repair to broken down TASAF vehicles;
- o) Undertake any additional duties as directed by the Transport Officer.

3. QUALIFICATIONS:

- a) Holder of National Vocational Award (NVA) Level III or Trade Test Grade I provided by VETA or other recognized Institution.
- b) Proven experience as a mechanic in fleet or workshop environments.
- c) Proficient with diagnostic tools, equipment and basic vehicle IT systems.
- d) Strong problem-solving skills, attention to detail and good record-keeping.
- e) Valid driving license and ability to perform road tests.
- f) Minimum 5 years of relevant experience as an automotive technician;
- g) Ability to work independently, Self-motivated with integrity and high level of confidentiality.
- h) Good communication skills and knowledge in use of basic computer software skills.

4. KEY PERFORMANCE MEASURES:

- a) A high standard of repairs and maintenance;
- b) Properly maintained motor vehicle records;
- c) Evidence of genuine motor vehicle spare parts;
- d) Evidence of punctuality, faithfulness and tidiness

5. DURATION OF CONTRACT

The contract term is four (4) years, renewable based on performance.

6. DUTY STATION

The duty station will be at the TASAF Head Office - Dodoma.

7. HOW TO APPLY FOR THIS VACANCY

Applicants are required to submit their applications, including certified copies of Academic certificates, Birth certificate, Cover letter, and a Curriculum Vitae (CV) to either of the address below

1. Hard copy applications should be sent to

The Executive Director,
Tanzania Social Action Fund (TASAF),
PSSSF Kambarage Tower,
1 Kambarage Street,
41104 Tambukareli, Dodoma
P.O. Box 2719, DODOMA.

OR

2. Electronic applications (PDF format):

Can be sent to the following email address: hr@tasaf.go.tz

Applications submitted through methods other than those specified above will not be considered

The deadline for submitting applications is 7th May 2026