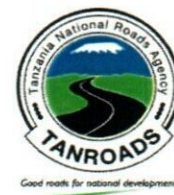




THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WORKS

TANZANIA NATIONAL ROADS AGENCY



KAGERA

## JOB VACANCIES – 16<sup>th</sup> January 2025

Tanzania National Roads Agency (TANROADS) is vested with the responsibility of Maintaining and developing the Trunk and Regional Road Network in Tanzania Mainland. It is also responsible for conducting Axle Load Control Operations using Weighbridge scales.

The Regional Manager TANROADS Kagera, on behalf of the Chief Executive TANROADS, is looking for suitable, qualified, and competent Tanzanians to fill vacant posts available for the Project of **Upgrading Kyerwa—Omurushaka Road (50KM) to Bitumen Standard under the Design and Build.**

TANROADS, therefore, intends to recruit qualified and competent staff to fill vacant posts on specified contracts for the aforementioned project in the following fields.

### **(1) POSITION TITLE: HIGHWAY ENGINEER (1 POST)**

#### **(a) Entry Qualifications:**

- i. Must hold a Bachelor's Degree in Civil Engineering, Highway Engineering, or equivalent qualifications from a recognized institution.
- ii. Must be registered with the Engineers Registration Board (ERB) as a Professional Engineer.
- iii. Must have at least seven (7) years of working experience in the relevant field, with three (3) projects of a similar nature completed as a Highway Engineer.
- iv. Must be a Tanzanian citizen.

#### **(b) Duties and Responsibilities:**

- i. Supervise the contractor at the site and oversee force account operations.
- ii. Manage work plans for the project.
- iii. Ensure quality control is maintained.
- iv. Manage project contracts.
- v. Prepare monthly progress reports for the project.

- vi. Process contractor invoices and facilitate payments.
  - vii. Prepare and attend regular site meetings and prepare minutes.
  - viii. Monitor the implementation of social and environmental impact mitigation measures during the construction phase in consultation with TANROADS' Environmental Specialist.
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## **(2) POSITION TITLE: WORKS INSPECTOR – DRAINAGE/STRUCTURES (1 POST)**

### **(a) Entry Qualifications:**

- i. Must be a Tanzanian citizen with a Bachelor's Degree in Civil Engineering or equivalent qualifications from a recognized institution.
- ii. Must be registered with the Engineers Registration Board (ERB) as a Graduate Engineer.
- iii. Must have at least three (3) years of working experience in a relevant field.

### **(a) Duties and Responsibilities:**

- i. Assist in reviewing structural drawings and reports to ensure compliance with applicable standards and specifications.
  - ii. Review, inspect, and approve all materials and completed works for adherence to technical specifications.
  - iii. Prepare daily mini progress reports, including updated costs of drainage works.
  - iv. Maintain a detailed site diary in a format agreed upon by the employer.
  - v. Perform other related duties as assigned by the supervisor.
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## **(3) POSITION TITLE: WORKS INSPECTOR – ROAD WORKS (1 POST)**

### **(a) Entry Qualifications:**

- i. Must be a Tanzanian citizen with a Bachelor's Degree in Civil Engineering or equivalent qualifications from a recognized institution.
- ii. Must be registered with the Engineers Registration Board (ERB) as a Graduate Engineer.
- iii. Must have at least three (3) years of working experience in a relevant field.

### **(b) Duties and Responsibilities:**

- i. Inspect road works to ensure compliance with technical specifications.
- ii. Oversee the implementation of QA/QC procedures for the project.
- iii. Respond to contractors' inspection requests.
- iv. Maintain daily records of contractor's equipment and personnel.



- v. Ensure compliance with site health and safety standards.
  - vi. Prepare and submit daily progress reports.
  - vii. Identify and address non-conforming construction materials or works.
  - viii. Supervise traffic flow control at the site.
  - ix. Perform other related duties as assigned by the supervisor.
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#### **(4) POSITION TITLE: MATERIAL TECHNICIAN (1 POST)**

##### **(a) Entry Qualifications:**

- i. Must be a Tanzanian citizen with a Full Technician Certificate (FTC) or Diploma in Civil Engineering or equivalent qualifications from a recognized institution.
- ii. Must have at least three (3) years of working experience in a soil/materials laboratory.

##### **(b) Duties and Responsibilities:**

- i. Monitor laboratory activities to ensure adherence to specifications.
  - ii. Implement QA/QC procedures for the project.
  - iii. Test all materials and completed works to verify compliance with technical specifications.
  - iv. Ensure sample test results meet the required specifications.
  - v. Organize, properly store, and label approved material samples.
  - vi. Ensure materials supplied to the site conform to approved samples.
  - vii. Prepare daily reports on work progress, approved samples, and supplied materials.
  - viii. Maintain inventory records for all material activities in the project.
  - ix. Deliver copies of all laboratory tests to the Materials Engineer for inclusion in monthly reports.
  - x. Identify and segregate non-conforming materials.
  - xi. Review contractors' test results and reports, advising on the appropriate way forward.
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#### **(5) POSITION TITLE: OFFICE MANAGEMENT SECRETARY (1 POST)**

##### **(a) Entry Qualifications:**

- i. Must be a Tanzanian citizen with a Certificate or Diploma in Secretarial Studies or equivalent qualifications from a recognized institution.
- ii. Must have at least two (2) years of working experience in a relevant field.

##### **(b) Duties and Responsibilities:**

- i. Maintain an office diary at the site.
  - ii. Prepare correspondence and reports.
  - iii. Attend to visitors and manage office phone calls.
  - iv. Manage records and correspondence movement.
  - v. Take minutes during meetings.
  - vi. Perform other related duties as assigned by the supervisor.
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#### **GENERAL CONDITIONS:**

- i. Successful applicants must be ready to work in Kyerwa District, where the project is located.

#### **Terms of Service:**

- i. Specified contract of one (1) year.
- ii. Salary and allowances per TANROADS Incentive Policy.

#### **Application Instructions:**

Interested and qualified Tanzanians are invited to submit their applications, including a detailed and signed curriculum vitae, certified copies of educational and professional certificates, and the names of two reputable referees with their contact details. Applications must reach the address below no later than **16:30 hours on 26<sup>th</sup> January 2025**.

Late applications will not be considered. Only shortlisted candidates will be contacted. Applicants who are not contacted for an interview should consider their applications unsuccessful.

**Applications should be submitted to: -**

**The Regional Manager,  
TANROADS – KAGERA,  
P. O. Box 02,  
BUKOBA.**

