



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT
TANZANIA NATIONAL ROADS AGENCY
REGIONAL MANAGER'S OFFICE – KIGOMA



JOB OPPORTUNITIES

01st August, 2023

Tanzania National Roads Agency (TANROADS) is vested with the responsibility of Maintenance and Development of Trunk and Regional Roads Networks in Tanzania Mainland. It is also responsible in conducting Axle Load Control Operations using weighbridges scales.

The Regional Manager TANROADS Kigoma on behalf of the Chief Executive TANROADS is looking for suitably qualified and competent Tanzanians to fill vacant positions available for Engineers, Technicians (Civil), Accounts Assistants, Procurement Officer, Records Management Assistant, Weighbridge Operators, Weighbridge Officers, Personal Secretary and Drivers as follows;

1. POSITION TITLE: TECHNICIAN - WEIGHBRIDGE OPERATIONS (4 POSTS)

Scope of Position:

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key Qualifications:

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Civil, Mechanical, Electrical or Automobile Engineering from a recognized Higher Learning Institution/Colleges;

Duties and Responsibilities:

- i. To carry out activities as described in the East African Community Vehicle Load Control Act, 2016 and its Regulations, 2017. The activities include the following;
- ii. To weigh Motor Vehicles of Gross vehicle weight (GVW) \geq 3,500Kg on our Public Roads;
- iii. To impose road damage fee on the spot if the Vehicle is found overloaded;
- iv. To measure physical dimension of motor vehicles or any load being carried on the motor vehicles;
- v. To record all necessary particulars regarding the motor vehicle being weighed;
- vi. To ascertain compliance to the abnormal permit. Any discrepancy should be reported to the Weighbridge In-Charge for appropriate action;
- vii. Record all necessary particulars regarding the motor vehicle being weighed; and
- viii. To perform such other related duties as may be assigned by the Supervisor.

2. POSITION TITLE: ENGINEER II (2 POSTS)

Scope of Position:

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key Qualifications:

Holders of Bachelor Degree in one of the following fields: Civil Engineering, Highway Engineering, Transportation Engineering, Environmental Engineering, Mechanical Engineering, Electrical Engineering or equivalent from a recognized Institutions. Must be registered by ERB as Graduate Engineer.

Duties and Responsibilities:

- i. To undertake road inventory, condition and traffic count surveys;
- ii. To investigate sources and quality of construction materials along the roads;
- iii. To identify sources of road accidents
- iv. To attend regular site meetings and prepare minutes;
- v. To supervise contractor at site and force account operations; and
- vi. To perform such other related duties as may be assigned by Supervisor.

3. POSITION TITLE: WEIGHBRIDGE OFFICER II (2 POSTS)

Scope of Position:

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key Qualifications:

Holders of Bachelor Degree in one of the following fields: Scientific Metrology, Law, Sociology, Business Administration, Education, Social Work, Psychology or equivalent qualifications from a recognized Institutions.

Duties and Responsibilities:

- i. To prepare shift time table for the particular weighbridge station;
- ii. To supervise weighing of Motor Vehicles of Gross Vehicle Weight (GVW) \geq 3,500Kg on our Public Roads;
- iii. To ensure road damage fees are imposed on the spot when the vehicle is found overloaded;
- iv. To measure physical dimension of motor vehicles or any load being carried on the motor vehicle and in case of non-compliance with vehicle dimension limits, the transporter should be instructed to seek for a special permit;
- v. To ascertain compliance to the abnormal permit;
- vi. To identify, formulate and produce effective solutions to emerging problems on weighbridge stations;
- vii. To evaluate overall performance, reliability and safety of the weighbridge scales; and
- viii. To perform such other related duties as may be assigned by the Supervisor.

4. POSITION TITLE: TECHNICIAN II (CIVIL) (2 POSTS)

Scope of Position:

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key Qualifications:

Holders of Full Technician Certificate (FTC) or Diploma in Civil Engineering or equivalent qualification from recognized institutions.

Duties and Responsibilities:

- i. To inspect and reports on roads and bridge maintenance works;
- ii. To supervise road and bridge maintenance works;
- iii. To measure and certifies works for payment;
- iv. To undertake road inventory and condition survey;
- v. To undertake road traffic count;
- vi. To carry out in situ testing;
- vii. To undertake laboratory tests and to monitor tests results and trends;
- viii. To prepare invoices for materials testing;
- ix. To undertake laboratory apparatus and equipment calibration;
- x. To prepare site report; and
- xi. To perform such other related duties as may be assigned by the Supervisor.

5. POSITION TITLE: ACCOUNTS ASSISTANT II (2 POSTS)

Scope of Position:

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key Qualifications:

Holders of Certificate in Accountancy from recognized Institutions or Accounts Technician Certificate I (ATEC I) issued by (NBAA) or equivalent qualification recognized by NBAA.

Duties and Responsibilities:

- i. To undertake general financial clerical duties;
- ii. To undertake filing and record keeping of financial transactions;
- iii. To dispatch cheques; and
- iv. To perform such other related duties assigned by the supervisor.

6. POSITION TITLE: PROCUREMENT OFFICER II (1 POST)

Scope of Position:

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key Qualifications:

Holders of Bachelor Degree or Advanced Diploma in one of the following fields: Procurement and Supplies Management, Materials Management, Logistics Management, Commerce or Business Administration majoring in Procurement and Supplies Management or equivalent qualifications from recognised institution or Professional Level III offered by PSPTB. The candidate must be registered by

Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies Officer.

Duties and Responsibilities:

- i. To prepare estimates and budget for office supplies;
- ii. To manage incoming and outgoing supplies;
- iii. To maintain receipt and issue register;
- iv. To manage stock;
- v. To undertake stock taking;
- vi. To manage goods for disposal; and
- vii. To perform such other related duties as assigned by the Supervisor.

7. POSITION TITLE: DRIVER II (2 POSTS)

Scope of Position:

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key Qualifications:

Holders of Certificate of Secondary Education Examination with Basic Driving Course offered by VETA or any other recognised institution and driving licence Grade C or E with good track record in driving for not less than one (1) year.

Duties and Responsibilities:

- i. To drive Agency's motor vehicles;
- ii. To maintain the vehicle logbook;
- iii. To undertake motor vehicle services;
- iv. To maintain safety and cleanliness of the motor vehicle;
- v. To deliver and collect mail and goods; and
- vi. To perform such other related duties as may be assigned by the supervisor.

8. POSITION TITLE: RECORDS MANAGEMENT ASSISTANT II (1 POST)

Scope of Position:

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key Qualifications:

Holders of Certificate in one of the following fields: Records Management, Archives Management, Information and Records Management or equivalent from a recognized Institution.

Duties and Responsibilities:

- i. To record outgoing and incoming mail;
- ii. To record and dispatch outgoing mail;
- iii. To collect mail from the Post Office;
- iv. To receive mail and dispatches through courier services;
- v. To conduct daily marking;
- vi. To check unattended folios and minutes for sending them to respective scheduled officers;
- vii. To mark and indicate cross references;
- viii. To keep clean record facilities;

- ix. To buy and account for postage stamps; and
- x. To perform such other related duties as may be assigned by the Supervisor.

9. POSITION TITLE: PERSONAL SECRETARY II (1 POST)

Scope of Position:

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key Qualifications:

Holders of Certificate in Secretarial Studies (NTA Level 5) from recognized institution.

Duties and Responsibilities:

- i. To manage the Officer's diary;
- ii. To attend telephone calls;
- iii. To attend visitors;
- iv. To manage records movement;
- v. To write minutes during meetings;
- vi. To type documents; and
- vii. To perform such other related duties as may be assigned by the Supervisor.

General Conditions

1. All applicants must be a Tanzania Citizens.
2. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts, i.e. postal address, e-mails and telephone numbers.
3. Age: Not above 45
4. Apart from professional qualifications requirements outlined in the position, candidates to assume the positions must be trustworthy, responsible, reliable, accountable and with high degree of integrity.
5. Applicants should apply on the strength of the information given in this advertisement.
6. Applicants must attach their detailed relevant certified copies of academic certificates.
7. **Testimonials, Partial transcripts and result slips** will not be accepted.
8. Applicants should indicate three referees with their reliable contacts.
9. Certificates from foreign examination bodies should be certified by TCU, NACTE, or NECTA
10. Only short-listed candidates will be contacted for interview.
11. Deadline for submission of application is **14th August, 2023**.
12. Application letters should be written in English Language.

Terms and Conditions of Service

1. Appointment will be on Contract Terms; renewable subject to satisfactory performance;
2. The salaries for the post will be according to TANROADS Scales.

Means of Applications

Please send your **handwritten** application letter, academic and birth certificates as well as comprehensive Curriculum Vitae (C.V) to the address shown below. Your application must be submitted not later than **14th August, 2023**. Only successful candidates will be notified and invited for Interview.

**THE REGIONAL MANAGER,
TANZANIA NATIONAL ROADS AGENCY (TANROADS),
P. O. BOX 97,
KIGOMA.**