



**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF WORKS, TRANSPORT  
AND COMMUNICATION.**



**TANZANIA NATIONAL ROADS AGENCY  
(TANROADS)**

**REGIONAL MANAGER'S OFFICE - KAGERA**

**JOB OPPORTUNITY**

**Date: 07/09/2017**

Tanzania National Roads Agency (TANROADS) is vested with the responsibility of maintenance and development of Trunk and Regional Roads Networks in Tanzania Mainland.

The Regional Manager's Office TANROADS – KAGERA on behalf of Chief Executive Officer TANROADS seeks to recruit qualified and competent with high integrity Tanzanian Citizen to fill the following vacant posts on contracts terms (Renewable subject to satisfactory performance).

Successful applicants must be ready to work for considerable lengths of time away from their permanent situations within the Region if situation warrants.

**1.1. JOB TITLE: WEIGHBRIDGE CASHIER - (1 POST)**

**A. Key qualifications**

1. Education Qualification is a Holder of Diploma in Accountancy;
2. Must be Computer literate;
3. Must be fluent in both written and spoken Swahili and English languages;
4. Must be a Tanzanian Citizen;
5. Between 25 and 35 years of age

**B. Duties and Responsibilities of the Cashier**

1. Carrying out activities as described in the Road Traffic (maximum Weigh of Vehicles) Regulations, 2001 which include the following:
  - Collecting and banking all Weighbridge charges (fees) according to weighbridge report form;
  - Seeking current USD exchange rates issued by Bank of Tanzania for case of imposing charges that are equivalent to Tanzania Shilling;
  - Filling all records timely;
  - Maintaining asset register;
  - Observing good customer care, dignity and integrity;
  - Reporting all matters to the Shift In-charge;
  - Performing other duties as may be assigned from time to time by the Head of Accounts and Administration / Regional Manager.

**1.2. JOB TITLE: TECHNICIAN – (1 POST).**

**A. Key qualifications**

1. Education Qualification is a Full Technician Certificate /Diploma in Civil Engineering
2. Must be Computer literate
3. Must be fluent in both written and spoken Swahili and English languages;
4. Must be a Tanzanian Citizen;
5. Between 25 and 35 years of age

**B Duties and Responsibilities**

1. Produces computer Aided Drawings for roads, bridges, Agency building and any other structures;
2. Keeps records in soft and hard copies of design,documents,as built drawings, contract and any other documents;
3. General Supervision of roads and bridge works
4. Conducts land surveying and takes measurements for various purposes;
5. Collect data for Bridge Management System;
6. Updates Bridge Management System;
7. Performs such other related duties as may be assigned by the Head of Engineering.

**1.3. JOB TITLE: DRIVER - ( 4 POSTS)**

**A. Key qualifications;**

1. Education Qualifications is a Holder of Ordinary Secondary Education
2. Must be a Holder of Class C driving license or higher,
3. Must be fluent in both written and spoken Swahili and English Languages;
4. Must be a Tanzanian Citizen;
5. Between 25 and 35 years of age

**B. Duties and Responsibilities of the Driver**

1. Driving Agency light vehicles in urban and remote areas;
2. Maintaining the vehicle logbook and all accident records pertaining to the assigned vehicle;
3. Keeping the vehicle in good working order and in clean condition;
4. Reporting repairs or maintenance needs of the vehicle to the shift In-charge timely;
5. Observing good customer care, dignity and integrity;
6. Performing such other related duties as may be assigned by the Head of Accounts and Administration / Regional Manager.

**1.4. JOB TITLE: REGISTRY – (1 POST)**

**A. Key Qualifications**

1. Education Qualifications is a Holder of a Diploma in Records Management
2. Must be Computer literate
3. Must be fluent in both written and spoken Swahili and English languages;
4. Must be a Tanzanian Citizen;
5. Between 25 and 35 years of age

**B Duties and Responsibilities**

1. Checks unattended folios and minutes for sending them to respective Scheduled officers;
2. Prepare and implements retention and disposal schedules
3. Keep clean records facilities
4. Prepare and serves refreshments;
5. Moves files and documents;
6. Performs such other related duties as may be assigned by the Head of Engineering.

**1.5. JOB TITLE: SUPPLIES OFFICER – (1 POST)**

**A. Key Qualifications,**

1. Education Qualifications is a Holder of a Diploma in Procurement/ Supplies.
2. Must be Computer literate
3. Must be fluent in both written and spoken Swahili and English languages;
4. Must be a Tanzanian Citizen;
5. Between 25 and 35 years of age

**B. Duties and Responsibilities**

1. Prepare estimates and budget for office supplies;
2. Manages incoming and outgoing supplies;
3. Maintains receipt and issue register;
4. Manages stock;
5. Undertakes stock taking; and
6. Performs such other related duties as assigned by the Head of Accounts and Administration.

**1.6. JOB TITLE: ASSISTANT PROCUREMENT OFFICER.**

**A. Key Qualifications,**

1. Education Qualifications is a Holder of a Diploma in Procurement/ Supplies.
2. Must be Computer literate
3. Must be fluent in both written and spoken Swahili and English languages;
4. Must be a Tanzanian Citizen;
5. Between 25 and 35 years of age

**B. Duties and Responsibilities**

1. Prepare solicitation documents;
2. Prepare contract documents;
3. Prepares in tender evaluation;
4. Attends pre - proposal and pre - bid meeting;
5. Attends in pre - contract negotiations;
6. Prepares of GPN & APP;
7. Prepares tender adverts;
8. Informs PPRA on awarded tenders;

9. Prepares quarterly reports on the implementation of APP,
10. Maintains register of Black - listed Contractors, Suppliers and service Providers,
11. Performs such other related duties as may be assigned by Head of Procurement Management Unit.

All the interested and qualified Tanzanians are invited to submit their applications in writing enclosing detailed curriculum vitae and certified copies of relevant education and professional certificates, together with names of two reputable referees their contact addresses, telephone number (s) and e-mail addresses. The application should reach to the addressees mentioned below not later than 30/09/2017.

Only short listed candidates will be contacted.

**Please apply to:**

**Regional Manager,  
TANROADS,  
P.O.Box 02,  
KAGERA.**

**Tel: 028/2220869/2221350**

**Fax 028-2221305**

**E-mail: [rm-kagera@tanroads.go.tz](mailto:rm-kagera@tanroads.go.tz)**