

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF WORKS



TANROADS REGIONAL MANAGER'S OFFICE – MOROGORO

VACANCIES ANNOUNCEMENT

8TH JUNE, 2019

TANZANIA NATIONAL ROADS AGENCY (TANROADS) is a Semi-Autonomous Agency under the Ministry of Works established on July 1, 2000 and is responsible for the day-to-day management of the Tanzania Mainland's trunk and regional roads network. Its primary functions include the management of maintenance and development works, operations of the network and axle load control, the implementation of road safety and environmental measures, provision of advice on the strategic framework, policies and plans for the road sector.

Regional Manager, TANROADS - MOROGORO is looking for suitable qualified Tanzanian candidates for **9** available Posts at Morogoro Weigh Bridge stations. Applications are invited from suitable qualified and competent Tanzanians to apply for the following positions:

1. POSITION TITLE: SHIFT IN CHARGE (2- POSTS)

Successful applicants must be ready to work on 'Shift' basis including weekends and Public Holidays. He/ She should be willing to work for considerable lengths of time with minimum supervision.

POSITION RELATIONSHIP:

The position Holder shall report to the Axle Load Supervisor.

A: DUTIES AND RESPONSIBILITIES OF SHIFT IN CHARGE:

1. Enforcement of Road Traffic Axle Load Control by the use of Weighbridge scale devices.
2. Overall supervision of shift activities.
3. Enforcing The East African Community Vehicle Load Control, Act 2016 and its Regulations, 2017.
4. The activities include the following:
 - i. Weigh Motor vehicles of Gross Vehicles Weight (GVW) \geq 3500kg on Public Roads.

- ii. 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 transporters should be caused to seek for special permits.
- iii. Impose road damage fee on the spot if the vehicle is found over loaded
- iv. For trucks carrying abnormal loads with special permits, the weighbridge Operator shall ascertain compliance to the permits. Any discrepancy should be reported to the weighbridge in charge for appropriate action.
- v. Record all necessary particulars regarding the motor vehicle being weighed.
- vi. Observe good customer care
- vii. Report all matters to the Regional Manager
- viii. Any other duties as may be assigned from time to time by Regional Manager.

B: KEY QUALIFICATION

1. Holder of any Degree from recognized Higher Learning Institution/College. Higher qualification will have an added advantage.
2. Age. Not above 40 and not less than 35 years of age.
3. Must be computer Literate (at least Advanced Certificate in Computer Applications)
4. Must be fluent in English and Swahili Languages
5. Must be Tanzanian citizen.

2. POSITION TITLE: WEIGHBRIDGE OPERATORS (2- POSTS)

Successful applicants must be ready to work on 'Shift' basis including weekends and public Holidays. They should be willing to work for considerable lengths of time with minimum supervision.

POSITION RELATIONSHIP:

The holder of this post shall report to Shift In-charge

A: DUTIES AND RESPONSIBILITIES OF THE WEIGHBRIDGE OPERATOR;

The holder of this post who reports to Shift In-charge will be responsible for:

1. Enforcing Road Traffic Axle Load Control by the use of Weighbridge scale devices;
2. Enforcing The East African Community Vehicle Load Control, Act 2016 and its Regulations, 2017 which include the following:
 - i. Weighing Motor Vehicles Gross Vehicle Weight (GVW) \geq 3.500kg plying on our public Roads;
 - ii. Imposing road damage fees on the spot for overloaded motor vehicles;
 - iii. Measuring physical dimensions of motor vehicle or any load being carried on the motor vehicle for determining compliance or non- compliance with vehicle dimension limits by the transporter for provision of relevant advice;
 - iv. Recording all necessary particulars regarding the motor vehicle being weighed;

- v. Observing good customer care, dignity and integrity;
- vi. Reporting all matters of the respective shift to the Shift In-charge;
- vii. Performing other duties as may be assigned from time to time by the Shift In-charge / Regional Manager.

B: KEY QUALIFICATIONS FOR THE WEIGHBRIDGE OPERATOR;

- 1. Holder of full Technician Certificate (FTC) in Civil, Mechanical or Electrical Engineering from recognized Higher Learning Institution/College. Higher qualification will have an added advantage. Must be Computer literate (at least Advance Certificate in Computer Applications);
- 2. Must be fluent in both written and spoken Kiswahili and English languages;
- 3. Must be a Tanzanian Citizen;
- 4. Not above 35 years of age

3. POSITION TITLE: ACCOUNTS ASSISTANT II (2) - POSTS)

POSITION RELATIONSHIP:

The holder of this post who reports to Head of Accounts and Administration will be responsible for;

A: DUTIES AND RESPONSIBILITIES OF ACCOUNTS ASSISTANT

- 1. Enforcing of Road Traffic Axle Load control by the use of Weighbridge Scale Devices
- 2. Enforcing The East African Community Vehicle Load Control, Act 2016 and its Regulations, 2017 which include the following:
 - i. Collecting and banking all weighbridge charges (fees) according to weighbridge report form;
 - ii. Seeking current USD exchange rates issued by bank of Tanzania for case of imposing Charges that are equivalent to Tanzania shillings;
 - iii. Filling all reports timely
 - iv. Maintaining asserts register
 - v. Observing good customer care, dignity and integrity
 - vi. Reporting all matters to the shift In charge
 - vii. Performing other duties as may be assigned from time to time by the Head of Accounts and Administration/Regional Manager

B: KEY QUALIFICATION FOR ACCOUNTS ASSISTANT;

- 1. Holder of Ordinary Diploma in Accounting or Certificate of Accountancy from any recognized Institute.
- 2. Must be computer Literate (at least advance Certificate in computer application)

3. Must be fluent in both written and spoken Kiswahili and English Languages
4. Must be Tanzanian Citizen
5. Not above 35 years of age

POSITION TITLE: OFFICE ASSISTANT II (3 POSTS)

A. Direct entry qualifications:

Holders of Certificate of Secondary Education Examination who passed English and Kiswahili.

B. Duties and Responsibilities:

- i. To clean office premises;
- ii. To prepare and serve refreshments;
- iii. To move files and documents as directed.
- iv. To undertake photocopying and/or binding of documents
- v. To dispatch letters or parcels.
- vi. To collect letters from the post office.
- vii. To ensure office equipment is kept in proper places.
- viii. To perform any such other related duties as may be assigned by the supervisor.

All interested and qualified Tanzanians are invited to submit their own handwritten application letters, enclosing detailed curriculum vitae and **CERTIFIED COPIES** of relevant education and professional certificates, Birth Certificates together with names of two referees and their contact addresses, telephone number(s) and E-mail addresses, so as to reach the addressee mentioned below not later than **21st June, 2019** Applications which will be received after deadline **SHALL NOT** be considered. Only short listed candidates will be contacted.

**Please apply to: Regional Manager,
 TANROADS,
 P.O.Box 91,
 Morogoro.
 Tel: 023 2613091/2
 Fax: 023 2613049**