



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



JOB OPPORTUNITIES

04th August, 2023

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

The Regional Manager TANROADS Geita on behalf of the Chief Executive TANROADS is looking for suitably qualified and competent Tanzanians to fill vacant positions available for Procurement Officer and ICT Officer as follows;

1. 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.

2. POSITION TITLE: ICT 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 in one of the following fields: Computer Science, Information Technology, Computer Engineering, Software Engineering, Database Administration, Computer Systems Analysis, Computer Systems Security, Network Administration, Web and Multimedia Administration, Computer Applications, Computer Programming or equivalent from a recognized Institutions.

Duties and Responsibilities:

- i. To implement ICT policies and procedures;
- ii. To attend ICT troubleshooting;
- iii. To monitor and Maintain computer programmes and systems;
- iv. To install and configure new ICT systems; and
- v. 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 **17th 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. Take note that applications through emails shall not be accepted. Your application must be submitted not later than **17th August, 2023**. Only successful candidates will be notified and invited for Interview.

3. POSITION TITLE: TECHNICIAN II (Civil) (1 Post)

Scop 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 qualifications.

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 test results and tends;
- 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 b7y the Supervisor.

**THE REGIONAL MANAGER,
TANZANIA NATIONAL ROADS AGENCY (TANROADS),
P. O. BOX 433,
GEITA.**