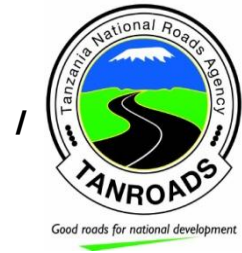




**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF WORKS, TRANSPORT AND  
COMMUNICATION**



**TANZANIA NATIONAL ROADS AGENCY  
THE REGIONAL MANAGER'S OFFICE NJOMBE**

**ANNOUNCEMENT  
JOB OPPORTUNITIES**

**18<sup>th</sup> October, 2018**

THE REGIONAL MANAGER, TANROADS – NJOMBE is responsible for the day-to-day management of the Tanzania Mainland's Trunk and Regional Roads Network. Its primary functions include the management and development works, operations of the network, axle load control, the implementation of road safety, environmental measures and provision of advice on the strategic framework, policies and plans for the road sector.

The Regional Manager – TANROADS Njombe on behalf of the Chief Executive TANROADS is looking for open minded and creative candidates who are motivated to work within a modern and dynamic organization. TANROADS encourages applications from both men and women to fill the following positions on contract basis at the Regional Manager's Office Njombe.

**SCOPE OF POSITIONS**

These positions are within Njombe Region, successful candidates must be ready to work independently, all days of the week including Saturdays, Sundays and Public Holidays and with high pressure of work. They should be prepared to work for considerable lengths of time.

**TERMS AND CONDITIONS OF SERVICE**

Appointment will be on Contract Terms of Two years, renewable subject to satisfactory performance, efficiency and effectiveness

## **1. POSITION: DRIVERS (2 VACANCIES)**

### **POSITION RELATIONSHIP**

The successful candidate will report to the Head of Accounts and Administration

### **A KEY DUTIES AND RESPONSIBILITIES**

- To drive Agency's motor vehicles
- To maintain the vehicles log book.
- To undertake motor vehicle services.
- To maintain safety and cleanliness of the motor vehicle
- To delivers and collects mail and goods.
- Understands defences while on road
- Inspect the vehicle before and after "safari" in order to identify defects that may need maintenance
- To perform such other related duties as may be assigned by the supervisor

### **B: REQUIRED QUALIFICATIONS/SKILLS:**

- Form IV Certificate
- Valid Class C Driving Licence- with good track record in driving
- Hold Basic Driving Course offered by VETA or any other recognised institution
- Pass the agency's competitive interview work
- More than 3 years experience
- Must speak fluent Kiswahili and preferably be able to communicate in English
- Must be Tanzanian Citizen
- Age Not below 30

### **REMUNERATIONS**

Competitive remuneration will be offered to the successful candidates for the above positions as per the TANROADS guidelines.

## **GENERAL CONDITION**

- a) Any employee Tanzanian who meets the conditions and requirements of this advertisement is invited to apply
- b) Applicants who are employed should route their application through their employers
- c) Any person with unresolved criminal offences needs not apply
- d) All applications should have at least two names of referees and their contract address and reliable telephone number for contact
- e) All academic certificates **MUST** be certified
- f) Submission of a birth certificate is a **MUST**, Affidavits will not be considered
- g) Only shortlisted candidates will be called for interview.

## **MODE OF APPLICATION**

Only candidates who are willing to join the Agency immediately/after being notified are invited to send their **own handwritten application letter.**

All interested candidates are required to apply to undersigned not later than **31<sup>th</sup> October, 2018 16:30 HRS** attaching to their applications, CVs, Two Passport Size Photos, Copies of Certificates, Birth Certificates, the Names of Two Referees and candidate physical address and their daytime telephone numbers and the Candidates own day time telephone contact. Applications which will be received after the deadline shall **NOT** be considered. Hand delivery is permitted. Only the shortlisted candidates will be contacted.

Application letter should be addressed to:

**The Regional Manager,  
TANZANIA NATIONAL ROADS AGENCY (TANROADS),  
SIDO STREET,  
P.O. BOX 885,  
NJOMBE.**