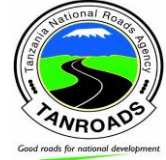




THE UNITED REPUBLIC OF TANZANIA MINISTRY OF WORKS AND TRANSPORT



TANZANIA NATIONAL ROADS AGENCY (TANROADS)

REGIONAL MANAGER'S OFFICE - KAGERA

JOB OPPORTUNITY

Date: 10.03. 2021

Tanzania National Roads Agency (TANROADS) is an Agency aimed at providing cost effective and sustainable maintenance and development of the road's networks and construction of Airports in Tanzania Mainland to support the social – economic development of the country. Apart from this, it is also responsible in conducting Axle Load Control Operations using Weighbridges.

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).

1.1. JOB TITLE: WEIGHBRIDGE SHIFT INCHARGE - (4 POSTS)

A. Key qualifications

1. Holder of First Degree in any profession (Higher qualification will be advantageous),
2. Must be Computer literate (Certificate in Computer Application from a recognized institution);
3. Must be fluent in both written and spoken Swahili and English languages;
4. Must be a Tanzanian Citizen;
5. Women are highly encouraged to apply;
6. Between 35 and 45 years of age.

B. Duties and Responsibilities.

The shift In-charge who reports to the Regional Manager will be responsible for:

1. Enforcing Road Traffic Axle Load Control by the use of Weighbridge scale devices;
2. Enforces East African Community Vehicle Load Control, Act 2016 and its Regulations,2017;
3. Supervising shift activities that among others including:
 - Weighing motor vehicles Gross Vehicle Weight (GVW) \geq 3.500kg plying on our public Roads;
 - Imposing road damage fees on the spot for overloaded vehicles;
 - Measuring physical dimensions of motor vehicle or any load being carried on the motor vehicle for providing advices to transporters incase of non compliance with vehicle dimension limit;
 - Recording all necessary particulars regarding the motor vehicle being weighed;
 - Observing good customer care, dignity and integrity;

- Reporting all matters on Axle Load Control to the Regional manager;
- Performing other duties as may be assigned from time to time by the Regional Manager;

1.2: JOB TITLE: ACCOUNTS ASSISTANT II- (2 POSTS)

A. Key qualifications

1. Education Qualification is a Holder of Diploma in Accountancy;
2. Must be Computer literate (Certificate in Computer Application from a recognized institution);
3. Must be fluent in both written and spoken Swahili and English languages;
4. Must be a Tanzanian Citizen;
5. Age limit is not above 35 years.
6. At least 2 (Two) years' work experience in the same field from reputable organization.

B. Duties and Responsibilities

1. Enforcing the East African Community Vehicle Load Control, Act 2016 and its Regulations, 2017 which include the following:
 - Collection of bills and issuing of receipts through Government electronic Payment Gateway (GeGP) system
 - 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 Shift In-charge / Regional Manager.

1.3: JOB TITLE: WEIGHBRIDGE DRIVER - (1 POST)

A. Key qualifications

1. Holder of Certificate of secondary education
2. Must be have genuine and a valid driving license Class C
3. Must have trade test certificate in motor vehicle mechanics or motor vehicle drivers' certificate from NIT or any recognized institutions
4. Must be fluent in both written and spoken Swahili and English languages;
5. Must be a Tanzanian Citizen;
6. Age limit is not above 35 years.
7. At least 3 (Three) years' work experience in the same field from reputable organization.

B: Duties and Responsibilities

1. To drive Agency's motor vehicles;
2. To maintain the vehicle logbook;
3. To undertake motor vehicle services;
4. To maintain safety and cleanliness of the motor vehicle;
5. To deliver and collect mail and goods; and
6. To perform such other related duties as may be assigned by the supervisor.

1.4: JOB TITLE: WEIGHBRIDGE SECURITY GUARD - (1 POST)

A. Key qualifications

1. Holder of Certificate of Secondary Education
2. Must have attended People's Militia Training Course
3. Must be fluent in both written and spoken Swahili and English languages;
4. Must be a Tanzanian Citizen;
5. Age limit is not above 35 years.
6. At least 2 (Two) years' work experience in the same field from reputable organization.

B: Duties and Responsibilities

1. Protect client's assets and properties against theft and damage.
2. Ensure safe and secure compound and work places for staff, visitors and customers,
3. Ensure that all properties removed from client's compound are having authorized document specified by the client, for example gate pass
4. Deter and prevent unauthorized removal of property from client's compound.
5. Assists in providing evidence in criminal cases involving theft or damage of agency property
6. Inspect incoming and outgoing visitors' vehicles, customers or any other for security purpose
7. Any other duties assigned by office supervisor.

1.5. JOB TITLE: TECHNICIAN – (1 POST).

A. Key qualifications

1. Education Qualification is a Full Technician Certificate /Ordinary Diploma in Civil or Transportation 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. Age limit is not above 35 years.
6. At least 2 (Two) years with good work experience in the same field from reputable organization.

B. Duties and Responsibilities:

1. To inspects and reports on roads and bridge maintenance works;
2. To supervise road and bridge maintenance works;
3. To measure and certify works for payment;
4. To undertake road inventory and condition survey;
5. To undertake road traffic count;
6. To carry out in situ testing;
7. To undertake laboratory tests and monitor tests results and trends;
8. To maintain laboratory apparatus and equipment;
9. To prepare invoices for materials testing;
10. To prepare site report; and
11. To perform such other related duties as may be assigned by the supervisor

1.6. JOB TITLE: MATERIAL ENGINEER (1 POST)

A. Key qualifications

1. She/He must be a registered Professional Civil Engineer with a degree in Civil Engineering or Pavement or Material 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. Age limit is not above 35 years.
6. At least 2 (Two) years with good work experience in the same field from reputable organization.

B. Duties and Responsibilities

1. To undertake road inventory, condition and traffic count surveys;
2. To investigate sources and quality of construction materials along the roads;
3. To identify sources of road accidents
4. Plan and conduct laboratory operations for the development of fabrication procedures and material that meet specifications and standards
5. To attend regular site meetings and prepare minutes;
6. To supervise contractor at site and force account operations;
7. Creating technical reports for customers
8. To perform such other related duties as may be assigned by Supervisor.

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 addressee mentioned below not later than **27.03.2021 at 16:30pm Hrs.**

Only short-listed candidates will be contacted.

Please apply to:

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