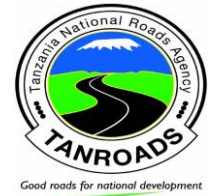




THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS, TRANSPORT
AND COMMUNICATION



REGIONAL MANAGER'S OFFICE – TANROADS ARUSHA

JOB OPPORTUNITIES

Ref.No. TNR/RM/AR/STF/7/VOL. II/50

12th July, 2019

The Regional Manager's Office TANROADS – Arusha, on behalf of the Chief Executive, TANROADS, intends to recruit qualified and competent Tanzanians to fill various vacant posts on specific duty short-term contract within the Region.

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

1:0 POSITION TITLE: MOTOR VEHICLE MECHANICS (1 POST)

Educational/Professional qualifications: -

- i. A National Form IV certificate;
- ii. Basic Certificates in Motor Vehicle Mechanics preferably Trade Test Grade II and above from recognized Institution.

- iii. **Work Experience:** At least 3 years in the relevant post;
- iv. **Age Limit between:** 25 - 40 years
- v. A Valid driving license Class C will be an added advantage

Duties and Responsibilities;

- i. Repair and maintenance of Agency motor vehicle;
- ii. Servicing motor vehicles;
- iii. Driving Agency motor vehicles;
- iv. Perform such other related duties as may be assigned by Supervisor;

SALARY: Shall be TANROADS Salary scale **2.1**

2:0 POSITION TITLE: DRIVER (1 POST)

Educational/Professional qualifications: -

- i. A National Form IV certificate;
- ii. A valid Class 'C' Driving license issued by relevant authority;
- iii. Must be holder of Basic Driving Course

- iv. A Trade Test Grade III in Motor Vehicle Mechanics;
- v. Fluent in both Swahili and English;
- vi. **Work Experience:** At least 3 years in the relevant post;
- vii. **Age Limit between:** 25 - 40 years

Duties and Responsibilities;

- i. Drives Agency motor vehicle;
- ii. Maintains the vehicle logbook;
- iii. Observe motor vehicle services;
- iv. Maintain safety and cleanliness of the motor vehicle;
- v. Delivers and collects mail and goods;
- vi. Perform such other related duties as may be assigned by Supervisor;

SALARY: Shall be TANROADS Salary scale **2.1**

3:0 POSITION TITLE: ELECTRICIAN (1 POST)

Educational/Professional qualifications: -

- i. A National Form IV/VI certificate;
- ii. Certificate in Electrical Installation from recognized Institution, preferably trade Test Grade II / Vocational Certificate II
- iii. **Work Experience:** At least 2 years in the relevant post;

- iv. Working experience on Installation, repair and maintenance of traffic lights and street lights will be an added advantage.
- v. Must be able to read technical diagrams, trouble shooting, electric issues using appropriate testing devices.
- vi. **Age Limit between:** 25 - 40 years

Duties and Responsibilities;

- i. Inspection, repair and maintenance of traffic and street lights;
- ii. Repair and maintenance of electric faults;
- iii. Install, maintain and repair electric control, wiring and system;
- iv. Repair and replace equipment, electrical wiring or fixtures;
- v. Perform such other related duties as may be assigned by your Supervisor;

SALARY: Shall be TANROADS Salary scale **2.1**

4.0: POSITION TITLE: PROCUREMENT ASSISTANT (1 POST)

Educational/Professional qualifications: -

- i. A National Form IV/VI certificate;
- ii. Must have a Diploma in Procurement and Logistic Management (DPLM) from recognized Institution;
- iii. Computer literate;
- iv. Fluent in both Swahili and English;
- v. **Work Experience:** At least 2 years in the relevant post;
- vi. **Age Limit between:** 25 - 40 years.

Duties and Responsibilities;

- i. Assist in Preparation of GPN and APP for Goods, Works, Non-Consultancy Services and Disposal of Public Assets;
- ii. Assist in Preparation of tender and contract documents;
- iii. As Secretariat of Adhoc opening ceremony;
- iv. Assist in Reviewing of tender documents and evaluation reports for works/goods;
- v. As Secretariat of DTRTB meeting;
- vi. Assist in Undertaking or review tender's evaluation;
- vii. Assist in Coordinating Pre-Contract Negotiation Meetings;
- viii. Assist in Reviewing of application for variations;
- ix. Perform such other related duties as may be assigned by Supervisor;

SALARY: Shall be TANROADS Salary scale **3.1**

5.0: POSITION TITLE: RECORDS MANAGEMENT ASSISTANTS (1 POST)

Educational/Professional qualifications: -

- i. A National Form IV certificate;
- ii. Must have a Diploma in Records Management from recognized Institution;
- iii. Computer literate
- iv. Fluent in both Swahili and English;
- v. **Work Experience:** At least 1-year in the relevant post;
- vi. **Age Limit between:** 25 - 40 years.

Duties and Responsibilities;

- i. Records outgoing and incoming mail;
- ii. Records and dispatches outgoing mail;
- iii. Collects mail from the Post Office;
- iv. Check unattended folios and minutes for sending them to respective scheduled officers;
- v. Marks and indicates cross reference;
- vi. Keep clean record facilities;
- vii. Buys and accounts for postage stamps;
- viii. Identify and sort out documents for disposal;
- ix. Perform such other related duties as may be assigned by Supervisor;

SALARY: Shall be TANROADS Salary scale **3.1**

**6:0: POSITION TITLE: OFFICE ATTENDANTS (1 POST) – MAKUYUNI
WEIGHBRIDGE STATION**

Educational/Professional qualifications: -

- i. A National Form IV certificate;
- ii. Computer literate will be an added advantage;
- iii. Fluent in both Swahili and English;
- iv. **Age Limit between:** 25-35 years of age.

Duties and Responsibilities;

- i. Cleaning offices, washrooms, office premises and secure Office doors & windows after working hours;
- ii. Prepares and serves refreshments;
- iii. Moving files and documents as directed;
- iv. Undertaking photocopying or binding of documents as directed;
- v. Dispatching letters or parcels;
- vi. Perform such other related duties as may be assigned by the Supervisor;

SALARY: Shall be TANROADS Salary scale **1.7**

MODE OF APPLICATION

All Interested applicants are invited to apply and submit their handwritten application letters to the under-mentioned address not later than **Friday, 26th July, 2019** with their complete CVs; Certified copies of all academic and professional certificates; birth certificate; names of three referees inclusive former employer if any; applicants contact telephone number and postal address. Only the short-listed candidates will be contacted and overqualified applicants may not be considered.

Applicants who have worked with public institutions particularly with Government and TANROADS but have unsatisfactory previous records indicating performance and disciplinary shortfalls shall not be considered and any misrepresentation of such fact shall be subjected to legal measures.

The advertisement is also found in our website www.tanroadsarusha.go.tz

Deadline for submission is 26th July, 2019 at 16:30 Hrs

This is to insist that:

1. All applicants with over qualifications are not encouraged to apply;
2. Women are highly encouraged to apply;
3. **Hand delivered is not allowed;**

APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS.

**REGIONAL MANAGER,
TANZANIA NATIONAL ROADS AGENCY,
P.O. Box 3094, ARUSHA,
Tel: + 255 27 254 7178**