



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



REGIONAL MANAGER'S OFFICE – TANROADS ARUSHA

**JOB OPPORTUNITY**

Ref.No. TNR/RM/AR/STF/7/VOL.II/55

27<sup>th</sup> December 2019

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

Successful applicants must be ready to work for considerable lengths of time if situations warrants.

**1.0 POSITION TITLE: WEIGHBRIDGE SHIFT INCHARGE (1 POST)**

**Educational/Professional qualifications:-**

- i. A National Form IV/VI certificate;
- ii. Must have a bachelor degree in any profession from a recognized Higher Learning Institution/college;
- iii. **Age Limit:** 30-40 years
- iv. **Work Experience:** Must have post qualification experience of at least 2years in the field of his/her Profession.
- v. Must be Computer literate (at least Advance Certificate in Computer Applications);
- vi. Must be fluent in both written and spoken Kiswahili and English Languages;
- vii. Must be Tanzanian Citizen
- viii. Must be self-motivated, able to work under pressure outside working hours with minimum supervision

**Duties and responsibilities: -**

- i. Enforcing Road Traffic Axle Load Control by the use of weighbridge scale devices;
- ii. Supervising shift activities that among others including: Weighing motor vehicles Gross Vehicle Weight (GVW) > 3,500kg plying on our public Roads;
- iii. Imposing road damage fees on the spot for overloaded vehicles;
- iv. Measuring physical dimensions of motor vehicle or any load being carried on the motor vehicle for providing advices to transporter in case of noncompliance with vehicle dimension limit;
- v. Recording all necessary particulars regarding the motor vehicle being weighed;
- vi. Observing good customer care, dignity and integrity;
- vii. Reporting all matters on Axle Load Control to the Regional Manager;
- viii. Performing other duties as may be assigned from time to time by the Regional Manager;

**SALARY:** Shall be TANROADS Salary Scale TRS 5.1

**2.0: POSITION TITLE: WEIGHBRIDGE OPERATORS (2 POSTS)**

**Educational/Professional qualifications:-**

- i. A National Form IV/VI certificate;

- ii. Holder of full Technician Certificate or Ordinary Diploma in Civil; Mechanical or Electrical Engineering (FTC);
- iii. **Age Limit:** 25-40 years
- iv. Must be Computer literate (at least Advance Certificate in Computer Applications);
- v. Must be fluent in both written and spoken Kiswahili and English Languages;
- vi. Must be Tanzanian Citizen
- vii. Must be fluent in both written and spoken Kiswahili and English Languages;
- viii. Must be Tanzanian Citizen

#### **Duties and Responsibilities**

- i. Enforcing Road Traffic Axle Load Control by the use of weighbridge scale devices;
- ii. Carrying out activities as described in the road Traffic (maximum weigh of Vehicles) Regulations, 2001 which include the following; Weighing motor vehicles gross vehicle weight (GVW) > 3,500kg plying on our public Roads.
- iii. Imposing road damage fees on the spot for overloaded vehicles;
- iv. Measuring physical dimensions of motor vehicle or any load being carried on the motor vehicle for providing advices to transporter for provision of relevant advice.
- v. Recording all necessary particulars regarding the motor vehicle being weighed;
- vi. Observing good customer care, dignity and integrity;
- vii. Reporting all matters of the respective shift in-charge;
- viii. Performing other duties as may be assigned from time to time by the Shift In-charge/Regional Manager;

**SALARY: Shall be TANROADS Salary Scale TRS 4.1**

#### **3.0 : POSITION TITLE: WEIGHBRIDGE COLLECTORS (2 POSTS)**

##### **Educational/Professional qualifications:-**

- i. A National Form IV/VI certificate;
- ii. Holder of Diploma in Accountancy from recognized Institution; or equivalent qualification recognized by NBAA;
- iii. **Age Limit:** 25-40 years
- iv. **Work Experience:** Must have post qualification experience of at least 2years in any account related duties.
- v. Computer Literate (at least Certificate in Computer Applications);
- vi. Must be fluent in Kiswahili and English languages;
- vii. Must be a Tanzanian Citizen.

##### **Duties and Responsibilities: -**

- i. Collecting all weigh bridge 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 and keep exchange rate records;
- iii. Timely filling all necessary records timely and keep register area neat;
- iv. Report all matters to the Shift in charge;
- v. Performing other duties as may be assigned from time to time by Shift in Charge / or Regional Manager.

**SALARY: Shall be TANROADS Salary Scale TRS 3.1**

#### **4.0 POSITION TITLE: DRIVERS (4 POSTS)**

##### **Educational/Professional qualifications:-**

- i. A National Form IV certificate;
- ii. A valid Class 'C' driving license issued by relevant Authority
- iii. **Age Limit:** 25-40 years.
- iv. Must be holder of Basic driving course offered by VETA or National Institute of Transport
- v. A trade test grade III & above in motor vehicle Mechanics;

- vi. Fluent in both Swahili and English
- vii. **Work Experience:** At least 3years cumulative experience in the relevant post.

**Duties and responsibilities: -**

- i. Driving Agency motor Vehicles
- ii. Servicing of Motor Vehicle
- iii. Driving Agency Motor Vehicle
- iv. Perform such other duties as may be assigned by Supervisor

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

**5.0 POSITION TITLE: OFFICE ASSISTANT (1 POST)**

**Educational/Professional qualifications: -**

- i. Holder of a Form IV Certificate;
- ii. Must be fluent in Kiswahili and preferably be able to communicate in English;
- iii. **Age Limit:** 25-35 years.
- iv. Must be a Tanzanian Citizen;
- v. Holder of certificate in office attendant/Basic cleaning will be an added advantage

**Duties and responsibilities: -**

- i. Cleaning offices, washrooms and office premises;
- ii. Preparing and serving tea, coffee and refreshments;
- iii. Moving files and documents as directed;
- iv. Undertaking photocopying/ or binding of documents as directed;
- v. Dispatching letters or parcels;
- vi. Observing good customer care, dignity and integrity;
- vii. Reporting all matters to the Shift In-charge; senior staff

**SALARY:** Shall be TANROADS Salary Scale **TRS 1.7**

**6.0 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 from recognized institution /College;
- iii. **Age Limit:** 25-40 years
- iv. Must be Registered by **PSPTB**
- v. **Work Experience:** At least 2 years' experience in procurement Management related duties.
- vi. Must be Computer literate (at least Advance Certificate in Computer Applications);
- vii. Must be fluent in both written and spoken Kiswahili and English Languages:
- viii. Must be Tanzanian Citizen

**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 **TRS 4.1**

## **7.0 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. Age Limit between: 25 - 40 years
- iv. Computer literate
- v. Fluent in both Swahili and English;
- vi. Work Experience: At least 1-year in the relevant post;

### **Duties and Responsibilities;**

Records outgoing and incoming mail;

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

**SALARY: Shall be TANROADS Salary Scale TRS 3.1**

### **MODE OF APPLICATION**

All Interested applicants are invited to apply and submit their handwritten application letters to the under-mentioned address not later than Thursday, **09<sup>th</sup> January , 2020** with their complete CVs; Certified copies of all academic and professional certificates; birth certificates; names of three referees inclusive of former employer if any; applicants contact telephone numbers, postal address E-mails. Only 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 **tanroads.go.tz**

**Deadline for submission is Thursday,09<sup>th</sup> January , 2020 at 16:30 Hrs**

### **This is to insist that:**

1. Hand delivery is not allowed;
2. Women are highly encouraged to apply;

**APPLICATION LETTERS SHOULD BE POSTED OR E-MAILED TO THE FOLLOWING ADDRESS.**

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

**Or**

**E-Mail: [rm-arusha@tanroads.go.tz](mailto:rm-arusha@tanroads.go.tz)**