

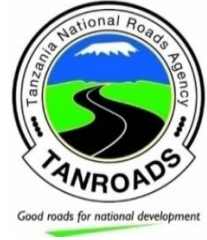
THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION

TANZANIA NATIONAL ROADS AGENCY

THE REGIONAL MANAGER'S OFFICE - Mtwara



JOB OPPORTUNITIES

17th October, 2019

The Tanzania National Roads Agency (TANROADS) is an Agency under the Ministry of Works, Transport and Communication which is responsible for the Development and Maintenance of the Trunk and Regional Roads Network in Tanzania Mainland.

The Regional Manager-TANROADS Mtwara on behalf of the Chief Executive TANROADS is looking for suitably qualified Tanzanian individuals to fill vacant positions available for Weighbridge Shift in Charge, Weighbridge Operators, Weighbridge Cashiers, office Assistant & Driver.

Apart from professional qualifications requirements outlined in the positions, candidates to assume the positions must be trustworthy, responsible, reliable, accountable and with high degree of integrity.

GENERAL CONDITION

1. All applicants must be Citizens of Tanzania
2. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts, i.e postal address, e-mail and telephone numbers.
3. Applicants should apply on the strength of the information given in this advertisement.
4. Applicants must attach their detailed relevant certified copies of academic certificates:
5. Applicants who were already working at any weighbridge station with TANROADS will not be considered
6. FORM IV AND FORM VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED
7. Testimonials, Partial transcripts and results slips will not be accepted.
8. Applicants should indicate three referees with their reliable contacts.
9. Certificates from foreign Universities should be certified by The Tanzania Commission for Universities (TCU).
10. Only short listed candidates will be informed on a date for interview
11. Deadline for submission is 01st November, 2019 at 16:30 Hrs
12. Application letters should be written in English Language

Terms and Conditions of Service

Appointment will be on Contract Terms of one years, renewable subject to satisfactory performance.

The salaries for the post will be according to TANROADS Scales

1. POSITION TITLE: SHIFT IN-CHARGE (3 POSTS).

SCOPE OF POSITION

Successful applicant must be ready to work on all working days and during Weekends and Public Holidays. They should be willing to work for considerable lengths of time when required under minimum supervision

POSITION RELATIONSHIP:

The position holder shall report to Weighbridge Supervisor/Regional Manager.

PERSON REQUIRED

1. Must have Bachelor Degree from any recognized Higher Learning Institution/Colleges;
2. Age: Between 25 and 45 years.
3. Computer literate;
4. Must be fluent in Kiswahili and English Languages.
5. Self-motivation, able to work under pressure outside working hours with minimum supervision.
6. Must be a Tanzanian Citizen.

DUTIES AND RESPONSIBILITIES:

1. Shift In-Charge should observe good customer care, dignity and integrity to carrying out all activities as described in the road Traffic (Maximum Weight of Vehicles) Regulations, 2001 and The East African Community Vehicle Load Control (Enforcement Measures) Regulations, 2016;
2. Overall supervision of shift activities;
3. Weigh Motor vehicles of Gross Vehicle Weight (GVW) on all Public roads;
4. Carrying out activities as described in the Roads Traffic (Maximum Weight of Vehicles) Regulations, 2011 and the weighbridge operations manual;
5. Reporting all matters on Axle Load Control to the Regional Manager;
6. Perform other duties as may be assigned by the Regional Manager.
7. Prepare daily weighbridge report

2. POSITION TITLE: WEIGHBRIDGE OPERATOR (4 POSTS).

SCOPE OF POSITION

Successful applicant must be ready to work on all working days and during Weekends and Public Holidays. They should be willing to work for considerable lengths of time when required under minimum supervision.

POSITION RELATIONSHIP:

The position holder shall report to Weighbridge Shift in Charge/Supervisor

PERSON REQUIRED

1. Weighbridge Operator should observe good customer care, dignity and integrity to carrying out all activities as described in the road Traffic (Maximum Weight of Vehicles) Regulations, 2001 and The East African Community Vehicle Load Control (Enforcement Measures) Regulations, 2016;
2. Holders of Certificate of Secondary Education
3. Holder of Full Technician Certificate (FTC) in Civil, Mechanical or Electrical Engineering from recognized learning Institution/college;
4. Age: Not above 35 years.
5. Must be Computer literate
6. Must be fluent in Kiswahili and English Languages
7. Must be a Tanzanian Citizen.

Duties and Responsibilities:

1. Weighbridge Operator should observe good customer care, dignity and integrity to carrying out all activities as described in the road Traffic (Maximum Weight of Vehicles) Regulations, 2001 and The East African Community Vehicle Load Control (Enforcement Measures) Regulations, 2016;
2. Weighing all vehicles passing the weighbridges;
3. Verify vehicle dimensions for permit issuance;
4. Calculate and collect overload charges;
5. Supervision of technical equipment at weighbridge station;
6. Detaining vehicles contravening axle load control Acts;
7. Providing advices to transporters in case of non – compliance with vehicle dimension limits;
8. Perform other related duties as may be assigned by superiors.

3. WEIGHBRIDGE CASHIERS (3 POSTS)

SCOPE OF POSITION

Successful applicant must be ready to work on all working days and during Weekends and Public Holidays. They should be willing to work for considerable lengths of time when required under minimum supervision.

POSITION RELATIONSHIP:

The position holder shall report to the Weighbridge supervisor/ Head of Accounts and Administration Unit

PERSON REQUIRED

1. Holder of Diploma in Accountancy from recognized Institution; or equivalent qualification recognized by NBAA;

2. Age: Not below 25 and not above 35 years of age
3. Computer Literate (at least Certificate in Computer Applications);
4. Must be fluent in Kiswahili and English languages;
5. Must be a Tanzanian Citizen.

Duties and Responsibilities:

1. Collecting and Banking all weigh bridge charges (fees) according to weighbridge report form;
2. 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;
3. Prepare payment;
4. Timely filling all necessary records timely and keep register area neat;
5. Report all matters to the Shift in charge;
6. Performing other duties as may be assigned from time to time by Shift in Charge / or Regional Manager.

4. DRIVER (1 POST)

SCOPE OF POSITION

Successful applicant must be ready to work on all working days and during Weekends and Public Holidays. They should be willing to work for considerable lengths of time when required under minimum supervision.

POSITION RELATION

The position holder shall report to the Head of Accounts and Administration Unit

PERSON REQUIRED

1. Holders of Certificate of Secondary Education, Driving Course offered by VETA or any other recognized Institution Driving License Grade C, with good driving tract;
2. Age not above 45 years
3. Must be Tanzanian.

Responsibilities:

1. Drives Agency motor vehicles
2. Maintains the respective vehicle logbook
3. Undertake motor vehicle services
4. Maintains safety and cleanliness of the motor vehicle
5. Performs such other related duties as may be assigned by superiors.

5. OFFICE ASSISTANT (1 Posts)

SCOPE OF POSITION

Successful applicant must be ready to work on all working days and during Weekends and Public Holidays. They should be willing to work for considerable lengths of time when required under minimum supervision.

POSITION RELATION

The position holder shall report to the Shift In Charge

PERSON REQUIRED

1. Holder of a Certificate of Secondary Education Exam (CSEE)
2. Computer Literary will be an added
3. Must be fluent in both written and spoken Kiswahili English languages;
4. Must be a Tanzanian Citizen;
5. Not above 35 years of age.

Duties and Responsibilities:

1. Cleans offices, washrooms and office premises
2. Prepares and serves refreshments
3. Moves files and documents
4. Undertakes photocopying and binding of documents
5. Dispatches letters and parcels
6. Performs such other related duties as may be assigned by Weighbridge Supervisor/Regional Manager

Please apply with confidence to: -

**REGIONAL MANAGER,
TANZANIA NATIONAL ROADS AGENCY,
P.O. BOX 383,
MTWARA
TEL: 023 – 2333904/ 2333412
FAX: 023 - 2333920**

E-MAIL rm-mtwara@tanroads.go.tz

Please send your **handwritten** application with your comprehensive Curriculum Vitae. So as to reach the address not later than **1st November 2019 at 16:30 hrs**. Only successful candidates will be notified and invited for an interview. Those candidates who do not get letters of invitation should consider themselves unsuccessful.