



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT
TANZANIA NATIONAL ROADS AGENCY



REGIONAL MANAGER'S OFFICE – LINDI

JOB OPPORTUNITIES

15th January, 2022

The Tanzania National Roads Agency (TANROADS) is an Agency under the Ministry of works and Transport which is responsible for the Development and Maintenance of the Trunk and Regional Roads Network in Tanzania Mainland. It is also responsible in conducting Axle Load Control Operations using weighbridges scales.

The Regional Manager-TANROADS Lindi on behalf of the Chief Executive TANROADS is looking for suitably qualified Tanzanian individuals to fill vacant positions available for Human Resource Officer, Weighbridge Operators, Accounts Assistant, Technicians, Laboratory Assistants and Driver as follows;

1. POSITION TITLE: HUMAN RESOURCE OFFICER (1 Post)

Scope of position

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key Qualifications

1. Holders of Bachelor Degree in one of the following fields: Human Resource Management, Human Resource Planning and Management, Public Administration, Commerce or Business Administration majoring in Human Resource Management or equivalent from any recognized Institution.
2. Age: Not above 35 years
3. Must be computer Literate.
4. Must be fluent in Kiswahili and English Language.
5. Must be a Tanzanian Citizen.

Duties and Responsibilities:

1. To implement Human Resource Policies, laws, regulations, procedures and strategies;
2. To conduct recruitment processes; placements; training; transfers; promotions; industrial relations; superannuation schemes and welfare;
3. To maintain the staff database and personal records;
4. To manage staff performance and appraisals;
5. To maintain filing system;
6. To manage security services; transport and general utilities;

7. To manage office equipment; buildings and grounds; and
8. To perform such other related duties as may be assigned by the Supervisor.

2. POSITION TITLE: WEIGHBRIDGE OPERATOR (3 POSTS).

Scope of position

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key Qualifications

1. Holder of Full Technician Certificate (FTC) or Diploma in Civil, Mechanical, Electrical or any other Engineering field from recognized learning Institution/College.
2. Age: Not above 35 years
3. Must be Computer Literate
4. Must be Fluent in Kiswahili and English Language
5. Must be a Tanzanian Citizen.

Duties and Responsibilities:

He/she shall be responsible for undertaking activities as described in the East African Community Vehicle Load Control (Enforcement Measures, Special Roads and Vehicle Dimensions) Regulations (2018) and Weighbridge Operational Manual (2018).

Specific activities shall include:

1. To weigh all Vehicles passing on Weighbridge as per required Laws.
2. To verify Vehicle dimensions for permit issuance.
3. To calculate overload charges.
4. To supervise of technical equipment at weighbridge station.
5. To detain Vehicles contravening axle load control Acts.
6. To provide advice to transporters in case of non-compliance with vehicle dimension limits.
7. To perform other related duties as may be assigned by superiors.

3. POSITION TITLE: ACCOUNTS ASSISTANT (1 POST)

Scope of position

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key Qualifications

1. Holder of Diploma in Accountancy from any recognized learning Institution; or equivalent qualification recognized by NBAA (ATEC II);
2. Age Limit: Not above 35 years of age
3. Computer Literate
4. Must be fluent in Kiswahili and English languages;
5. Must be a Tanzanian Citizen.

Duties and Responsibilities: -

1. To collect all weigh bridge charges (fees) according to weighbridge report form;
2. To seek 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. To fill all necessary records timely and keep register area neat;
4. To produce control number to transporter for payments;
5. To verify payments done through control number by using POS machine;
6. Performing other duties as may be assigned from time to time by Supervisor.

4. POSITION TITLE: TECHNICIAN (2 POSTS)**Scope of position**

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key qualifications

1. Must be a holder of Ordinary Diploma or Full Technician Certificate in Civil Engineering, Highway Engineering, Transportation Engineering or equivalent qualifications from any recognized Institution.
2. Age: Not above 35 years
3. Must be computer literate.
4. Must be fluent in Kiswahili and English Language.
5. Self-motivation, able to work under pressure outside working hours with minimum supervision.
6. Must be a Tanzanian Citizen.

Duties and responsibilities:

1. To inspect and reports on roads and bridge maintenance works;
2. To supervise road and bridge maintenance works;
3. To measure and certifies 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 to monitor tests results and trends;
8. To prepare invoices for materials testing;
9. To undertake laboratory apparatus and equipment calibration;
10. To prepare site report; and
11. To perform such other related duties as may be assigned by the Supervisor.

5. POSITION TITLE: LABORATORY ASSISTANTS (2 POSTS)**Scope of position**

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key qualifications

1. Holders of Certificate (NTA Level 5) or National Vocational Award Level II (NVA Level II) in one of the following fields: Masonry, Road Construction and Maintenance or equivalent qualifications from recognized institution.
2. Must be computer literate.
3. Age: Not above 35 years.
4. Must be a Tanzanian Citizen.

Duties and responsibilities:

1. To clean Laboratory premises;
2. To carry out insitu testing;
3. To maintain laboratory apparatus and equipment;
4. To undertake laboratory tests and monitor tests results and trends; and
5. To perform such other related duties as may be assigned by the Supervisor.

6. POSITION TITLE: DRIVER (1 POST)

Scope of position

The successful candidate should be ready to work for considerable lengths of time when required under minimum supervision.

Key qualifications

1. Holders of Certificate of Secondary Education Examination with Basic Driving Course offered by VETA or any other recognized institution and driving license Grade C or E with good track record in driving for not less than one (1) year.
2. At least three years' Experience
3. Age: Not above 35
4. Must be a Tanzanian Citizen.

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

General Conditions

1. All applicants must be a Tanzania Citizens.
2. Applicants must attach an up-to- date Curriculum Vitae (CV) having reliable contacts, i.e. postal address, e-mails 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. **Testimonials, Partial transcripts and result slips** will not be accepted.
6. Applicants should indicate three referees with their reliable contacts.
7. Certificates from foreign examination bodies should be certified by TCU, NACTE, or NECTA
8. Only short-listed candidates will be contacted for interview.
9. Deadline for submission of application is 11th February, 2022.

10. Application letters should be written in English Language.

Terms and Conditions of Service

1. Appointment will be on Contract Terms; renewable subject to satisfactory performance;
2. The salaries for the post will be according to TANROADS Scales.

Means of Applications

Please send your **handwritten** application letter, academic and birth certificates as well as comprehensive Curriculum Vitae (C.V) to the address shown below. Your application must be submitted not later than **11th February, 2022**. Only successful candidates will be notified and invited for Interview.

**Regional Manager,
Tanzania National Roads Agency,
P.O. Box 1022,
LINDI.**