



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION

TANROADS REGIONAL MANAGER'S OFFICE – MOROGORO

VACANCIES ANNOUNCEMENT

22nd JUNE, 2020

TANZANIA NATIONAL ROADS AGENCY (TANROADS) is a Semi-Autonomous Agency under the Ministry of Works established on July 1, 2000 and is responsible for the day-to-day management of the Tanzania Mainland's trunk and regional roads network. Its primary functions include the management of maintenance and development works, operations of the network and axle load control, the implementation of road safety and environmental measures, provision of advice on the strategic framework, policies and plans for the road sector.

Regional Manager, TANROADS - MOROGORO is looking for suitable qualified Tanzanian candidates for **13** available Posts at Morogoro Weigh Bridge stations and Regional Manager Office. Applications are invited from suitable qualified and competent Tanzanians to apply for the following positions:

1. POSITION TITLE: TECHNICIAN (4 POSTS)

POSITION RELATIONSHIP

The holder of this post who reports to the Head of Engineering will be responsible to inspect road and bridge maintenance works activities.

A: DUTIES AND OF TECHNICIAN

- i. Inspects and reports on roads and bridge maintenance works;
- ii. Prepares work programme;
- iii. Supervises road and bridge maintenance works;
- iv. Measures and certifies works for payment;
- v. Supervises Weighbridges;
- vi. Carries out in situ testing and takes site samples;
- vii. Undertakes all regional laboratory tests;
- viii. Records and reports on all test results;
- ix. Monitors test result and trends;

- x. Maintain laboratory apparatus and equipment;
- xi. Prepare invoices for materials testing;
- xii. Performs such other related duties as may be assigned by the Head of N Engineering.

B: KEY QUALIFICATIONS FOR THE TECHNICIAN

1. Holder of Certificate of Secondary Education, Ordinary Diploma/ Full Technicians' Certificate (FTC)/Diploma in Civil Engineering or equivalent qualifications.
2. Must be Computer literate (at least Advance Certificate in Computer Applications);
3. Must be fluent in both written and spoken Kiswahili and English languages;
4. Must be a Tanzanian Citizen;
5. Not above 35 years of age

2. POSITION TITLE: WEIGHBRIDGE OPERATORS (2- POSTS)

Successful applicants must be ready to work on 'Shift' basis including weekends and public Holidays. They should be willing to work for considerable lengths of time with minimum supervision.

POSITION RELATIONSHIP:

The holder of this post shall report to Shift In-charge

A: DUTIES AND RESPONSIBILITIES OF THE WEIGHBRIDGE OPERATOR;

The holder of this post who reports to Shift In-charge will be responsible for:

1. Enforcing Road Traffic Axle Load Control by the use of Weighbridge scale devices;
2. Enforcing the East African Community Vehicle Load Control, Act 2016 and its Regulations, 2017 which include the following:
 - i. Weighing Motor Vehicles Gross Vehicle Weight (GVW) \geq 3.500kg plying on our public Roads;
 - ii. Imposing road damage fees on the spot for overloaded motor vehicles;
 - iii. Measuring physical dimensions of motor vehicle or any load being carried on the motor vehicle for determining compliance or non-compliance with vehicle dimension limits by the transporter for provision of relevant advice;
 - iv. Recording all necessary particulars regarding the motor vehicle being weighed;
 - v. Observing good customer care, dignity and integrity;
 - vi. Reporting all matters of the respective shift to the Shift In-charge;

- vii. Performing other duties as may be assigned from time to time by the Shift In-charge / Regional Manager.

B: KEY QUALIFICATIONS FOR THE WEIGHBRIDGE OPERATOR;

1. Holder of full Technician Certificate (FTC) in Civil, Mechanical or Electrical Engineering from recognized Higher Learning Institution/College. Higher qualification will have an added advantage. Must be Computer literate (at least Advance Certificate in Computer Applications);
2. Must be fluent in both written and spoken Kiswahili and English languages;
3. Must be a Tanzanian Citizen;
4. Not above 35 years of age

3. POSITION TITLE: ACCOUNTS ASSISTANT II (1) - POSTS)

POSITION RELATIONSHIP:

The holder of this post who reports to Head of Accounts and Administration will be responsible for;

A: DUTIES AND RESPONSIBILITIES OF ACCOUNTS ASSISTANT

1. Enforcing of Road Traffic Axle Load control by the use of Weighbridge Scale Devices
2. Enforcing the East African Community Vehicle Load Control, Act 2016 and its Regulations, 2017 which include the following:
 - i. Collecting and banking all weighbridge 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;
 - iii. Filling all reports timely
 - iv. Maintaining asserts register
 - v. Observing good customer care, dignity and integrity
 - vi. Reporting all matters to the shift in charge
 - vii. Performing other duties as may be assigned from time to time by the Head of Accounts and Administration/Regional Manager

B: KEY QUALIFICATION FOR ACCOUNTS ASSISTANT;

1. Holder of Ordinary Diploma in Accounting or Certificate of Accountancy from any recognized Institute.
2. Must be computer Literate (at least advance Certificate in computer application)
3. Must be fluent in both written and spoken Kiswahili and English Languages

4. Must be Tanzanian Citizen
5. Not above 35 years of age

4. POSITION TITLE: DRIVER (3 POSTS)

POSITION RELATIONSHIP:

The holder of this post who reports to Head of Accounts and Administration will be responsible for to drive Agency vehicle

A: KEY QUALIFICATION:

1. Holders of Form IV Certificate;
2. Holder of valid Class E or C driving license
3. Must have Trade Test Certificate in motor Vehicle Mechanics or Motor Vehicle Driver's Certificate from NIT
4. Having driving experience of at least one (1) years
5. Must be fluent in both written and spoken English and Swahili languages
6. Age. Not above 35 years of age
7. Must be Tanzanian citizen.

B: DUTIES AND RESPONSIBILITIES:

1. Driving Agency's vehicle in urban and remote areas.
2. Maintaining the vehicle logbook and all accidents records pertaining to the assigned vehicle
3. Keeping the vehicle in good working order and clean condition
4. Reporting repairs or maintenance needs of the vehicle to the Shift In-charge timely
5. Observe good customer care, dignity and integrity
6. Performing any other related duties as may be assigned from time to time by Shift In-charge/ Regional Manager.

5. POSITION TITLE: OFFICE ASSISTANT II (3 POSTS)

POSITION RELATIONSHIP:

The holder of this post who reports to Human Resource and Administration will responsible for to provide office support service

A. Direct entry qualifications:

Holders of Certificate of Secondary Education Examination who passed English and Kiswahili.

B. Duties and Responsibilities:

- i. To clean office premises;
- ii. To prepare and serve refreshments;
- iii. To move files and documents as directed.

- iv. To undertake photocopying and/or binding of documents
- v. To dispatch letters or parcels.
- vi. To collect letters from the post office.
- vii. To ensure office equipment is kept in proper places.
- viii. To perform any such other related duties as may be assigned by the supervisor.

All interested and qualified Tanzanians are invited to submit their own handwritten application letters, enclosing detailed curriculum vitae and **CERTIFIED COPIES** of relevant education and professional certificates, Birth Certificates together with names of two referees and their contact addresses, telephone number(s) and E-mail addresses, so as to reach the addressee mentioned below not later than **3rd July, 2020** Applications which will be received after deadline **SHALL NOT** be considered. Only short-listed candidates will be contacted.

**Please apply to: Regional Manager,
TANROADS,
P.O.Box 91,
Morogoro.
Tel: +255 023 2935223
Fax: +255 023 2935224/255 23 2935225**