



# THE UNITED REPUBLIC OF TANZANIA MINISTRY OF WORKS

REGIONAL MANAGER'S OFFICE - KILIMANJARO REGION



## VACANCIES ANNOUNCEMENT

28<sup>th</sup> December 2017

Tanzania National Roads Agency (TANROADS) is vested with the responsibility of maintenance and development of Trunk and Regional Roads Networks in Tanzania Mainland. Apart from this, it is also responsible in conducting Axle Load Control Operations using weighbridges.

As a measure to strengthen capacity of discharging TANROADS' functions effectively, the Regional Manager, TANROADS Kilimanjaro Region seeks to recruit qualified and competent Tanzanian Citizens to fill the vacancies at its **Himo Weighbridge Station** and **Regional Office** and the mobile weigh scale.

Applications are invited from suitably qualified and competent Tanzanians to fill the various vacancies in the region on Contract terms (Renewable subject to satisfactory performance)

### TERMS AND CONDITIONS OF SERVICE:

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

#### 1. POSITION TITLE: SHIFT IN CHARGE – (1 VACANCY)

##### SCOPE OF POSITION:

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 away from their permanent stations with minimum supervision.

##### POSITION RELATIONSHIP:

The Position Holder shall report to the Head of Weighbridge Unit.

##### A: RESPONSIBILITY:

1. Enforcement of Road Traffic Axle Load Control by the use of Weighbridge scale devices
2. Overall Supervision of shift activities

##### B: DUTIES

Carrying out activities as described in the Roads Traffic (maximum Weigh of Vehicles) Regulations, 2001. The activities include the following:

1. Weigh Motor Vehicles of Gross vehicle Weight (GVW) on our Public Roads.
2. If the vehicle is found overloaded the Operator should impose road damage fee on the spot.
3. Measure physical dimension of motor vehicles or any load being carried on the motor vehicle, and in case of non-compliance with vehicle dimension limits, the transporters should be caused to seek for a special permit.

4. For trucks carrying abnormal loads with special permits, the Weighbridge Operator shall ascertain compliance to the permit. Any discrepancy should be reported to the Weighbridge in charge for appropriate action.
5. Record all necessary particulars regarding the motor vehicle being weighed.

**C: OTHERS:**

6. Observe good customers care, dignity and integrity
7. Report all matters to the Regional Manager
8. Any other duties as may be assigned from time to time by Regional Manager

**KEY QUALIFICATIONS:**

1. Academic Qualification:

Holder of a Degree in Engineering related field from recognized Higher Learning Institution/Colleges. Higher qualifications will have an added advantage.

2. Age: Not above 40 and not below 35 years of age.
3. Must be Computer literate (at least Advanced Certificate in Computer Applications)
4. Must be fluent in English and Kiswahili languages
5. Must be Tanzanian Citizen

**2. POSITION TITLE: DRIVER – (3 VACANCIES)**

**A. DUTIES AND RESPONSIBILITIES:**

The holder of this post who reports to Shift In-charge will be responsible for carrying out activities as described in the Road Traffic (maximum Weigh of Vehicles) Regulations, 2001 which include the following;

1. Driving motor vehicles in urban and remote areas;
2. Maintaining the vehicle logbook and all accident records pertaining to the assigned vehicle;
3. Keeping repairs or maintenance needs of the vehicle to the shift In-charge timely;
4. Reporting repairs or maintenance needs of the vehicle to the shift In-charge timely;
5. Observing good customer care, dignity and integrity;
6. Performing such other related duties as may be assigned by the Shift In-charge.

**B. KEY QUALIFICATIONS:**

1. Holder of a Certificate of Secondary Education Exam. (CSEE)
2. Holder of valid Class C equivalent driving license;
3. Having driving experience of at least five years;
4. Must be fluent in both written and spoken Kiswahili and English language;
5. Must be a Tanzanian Citizen;
6. Not above 35 years of age.

**3. POSITION TITLE: SECURITY GUARD (2 VACANCIES)**

**A. DUTIES AND RESPONSIBILITIES:**

1. Guarding the premises and properties of the Agency
2. Watch for and report irregularities or hazards
3. Control of vehicles
4. Apprehends anyone who threatens loss, damage, safety or security to agency property and immediately informs the management and/or the police;
5. Assists in providing evidence in criminal cases involving theft or damage of Agency property.

6. Any other duty assigned by office supervisor.

**B. KEY QUALIFICATIONS:**

1. Minimum Certificate of Secondary Education Exam. (CSEE)
2. Must have attended people's militia course (Mgambo)
3. Not above 40 years of age

**REMUNERATIONS:**

A competitive remuneration and benefits package will be offered to the successful candidates for the above positions.

**GENERAL CONDITIONS:**

- a) Any Tanzanian citizen who meets the conditions and requirements of this advertisement is invited to apply.
- b) Applicants who are employed should route their applications through their current Employers.
- c) Any person with unresolved criminal offences is not eligible and therefore should not apply.
- d) All applications should have three names of referees and their day time telephone contacts.
- e) Only short listed candidates will be called for interview.
- f) Women are highly encouraged to apply.

**MODE OF APPLICATION:**

Only candidates who are willing to join the Agency immediately/after being notified are invited to send their **own handwritten application letters.**

All interested candidates are required to apply to undersigned not later than **Friday 10<sup>th</sup> January 2018** attaching to their applications, CVs, copies of certified certificates, birth certificates, the names of three referees with their daytime telephone numbers and the candidate's own daytime telephone contact. Applications which will be received after the deadline shall **NOT** be considered. Applications via e-mails, fax and hand delivery are not permitted. Only original certificates will be taken into consideration.

Application letters should be addressed to:

**The Regional Manager,**  
Tanzania National Roads Agency (TANROADS),  
Ujenzi Buildings,  
Old Moshi Road,  
P.O. Box 3051,  
**MOSHI.**  
**KILIMANJARO.**

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