



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WORKS,



TRANSPORT AND COMMUNICATION

TANROADS REGIONAL MANAGER'S OFFICE - RUVUMA

CAREER OPPORTUNITY

28 September, 2017

The Regional Manager, TANROADS - RUVUMA on behalf of **Chief Executive** seeks to recruit qualified and competent with high integrity Tanzanian citizen to fill the following vacant posts on contract terms (Renewable subject to satisfactory performance).

Successful applicants must be ready to work for considerable lengths of time away from their permanent station within the Region if situation warrants.

1. POSITION TITLE: DRIVER - (7 POSTS)

A. Key qualifications

1. Holder of a Form IV Certificate (CSEE)
2. Holder of valid Class C driving licence
3. Having driving experience of at least five years;
4. Must be fluent in both Kiswahili and English languages;
5. Must be a Tanzanian Citizen;
6. Not above 45 years of age

B. Duties and Responsibilities

1. Driving Agency light vehicles in urban and remote areas;
2. Maintaining the vehicle logbook and all records pertaining to the assigned vehicle;
3. Keeping the vehicle in good working order and in clean condition;
4. Reporting repairs or maintenance needs of the vehicle to the supervisor timely;
5. Observing good customer care, dignity and integrity and performing such other related duties as may be assigned by their Supervisor.

2. POSITION TITLE: MATERIALS LABORATORY TECHNICIAN - (1 POST)

A. Key qualifications

1. Holder of Full Technician Certificate / Diploma in Civil Engineering
2. Experience of at least 3years in materials laboratory section
3. Must be fluent in Kiswahili and English;
4. Must be a Tanzanian Citizen;
5. Between 25 and 35 years of age.

B. Duties and Responsible of the Laboratory technician

1. Conducting insitu and laboratory testing
2. Preparation of the laboratory Materials Reports
3. Managing collection of materials samples from various construction sites
4. Investigating of borrow - pits
5. Making sure that laboratory equipment are well taken care
6. Make timely report on equipment which need repair or maintenance
7. Perform any other duties as may be assigned by the supervisor

3. POSITION TITLE: LABORATORY ASSISTANT - (1 POST)

A. Key qualifications

1. Holder of form IV certificate (CSEE)
2. Must have grade test I - III for Civil works from recognized Institution
3. Must be fluent in Kiswahili and preferably be able to communicate in English
4. Must be a Tanzanian Citizen;
5. Not above 35 year of age.

B. Duties and Responsible

1. Collection of materials samples from various construction sites
2. Investigating of borrow - pits
3. Making sure that laboratory equipment are well taken care
4. Make timely report on equipment which need repair or maintenance
5. Perform any other duties as may be assigned by the supervisor

4. POSITION TITLE: SUPPLIES OFFICER - (1 POST)

A. Key qualifications

1. Holder of Certificate/ Diploma in procurement and supplies from recognized college
2. Must be computer literate
3. Must be fluent in Kiswahili and English languages;
4. Must be a Tanzanian Citizen;
5. Not above 35 years of age.

B. Duties and Responsibility

1. Prepare estimates and budget for office supplies
2. Manages incoming and outgoing supplies
3. Maintains receipt and issue register
4. Manages stock
5. Undertakes stock taking
6. Performs such other related duties as assigned by Supervisor

All the interested and qualified Tanzanians are invited to submit their applications in writing enclosed detailed curriculum vitae and certified copies of relevant education and professional certificates, together with names of two referees and their contact addresses, telephone number (s) and email addresses, so as to reach the addressee mentioned below not later than **Friday 13thth October, 2017 16:00hrs**

**Please apply to: Regional Manager,
 TANROADS,
 P.O.Box 31,
 Songea.**

Email. rm-ruvuma@tanroads.go.tz

Fax: 025 2602181