



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



REGIONAL MANAGER'S OFFICE - GEITA

JOB OPPORTUNITIES

7th October, 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, Regional Roads Network and Airports in Tanzania Mainland. It is also responsible for conducting Axle Load Control Operations using weighbridge scales.

As a measure to strengthen capacity of discharging TANROADS' functions effectively, The Regional Manager - TANROADS Geita seeks to recruit qualified and competent Tanzanian citizens to fill vacant positions available for Civil Engineers and Weighbridge Operators.

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 with an **age not above 45 years** of age;
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 are 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 notified and invited for an interview;
11. Application letters should be hand written in English Language.

TERMS AND CONDITIONS OF SERVICE:

- i. Appointment will be on Contract Terms of three years, renewable subject to satisfactory performance.
- ii. The salaries for the post will be according to TANROADS Scales

1. POSITION TITLE: SHIFT IN - CHARGE – (2 POSTS)

Scope of Position

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

Summary of the Position:

To supervise bridge activities as described in the East Africa Community Vehicle Load Control Act of 2016 and its Regulations of 2017.

Position Relationship:

The position holder shall report to In-charge of Weighbridge Unit.

Key Qualifications:

1. Holder of a Bachelor (Degree) in any profession from recognized Higher Learning Institution.
2. Must be a Computer Literate
3. Age not less than 35 years
4. Fluent in both Kiswahili and English

Duties and Responsibilities:

1. He /She will be a Shift Overseer of carried out activities as described in the East Africa Community Vehicle Load Control Act of 2016 and its Regulations of 2017. The activities include the following: -
2. Weigh Motor Vehicles Gross Vehicle Mass (GVM) as well as axle weights as described in the prevailing guidelines
3. Impose road damage fee for overloaded vehicles
4. Ascertain compliance with special permits for trucks carrying abnormal loads
5. Record all necessary particulars regarding the motor vehicle being weighed
6. Measure physical dimensions of motor vehicle or any load being carried on the motor vehicle for providing advices to transporters in case of non-compliance with vehicle dimension limit

7. Overall supervision of shift
8. Observing good customer care, dignity and integrity
9. Reporting all matters on Axle Load Control to the Incharge of Weighbridge Unit
10. Perform any other related duties as may be assigned by Supervisor

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

Scope of Position

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

Summary of the Position:

Enforcement of Road Traffic Axle Load Control by the use of Weighbridge Scale devices.

Position Relationship:

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

Key Qualifications:

1. Holder of a Full Technician Certificate (FTC) or Diploma in Civil, Mechanical, Electro-Mechanical or Electrical Engineering from a recognized Institution.
2. Must be a Computer Literate
3. Fluent in both Kiswahili and English
4. Not above 35 years of age

Duties and Responsibilities:

Carry out activities as described in the EAC Vehicle Load Control Act of 2016 and its Regulations of 2017 which include the following;

1. Weighing motor vehicles gross vehicle weight (GVW) > 3,500kg plying on our public Roads.
2. Enforce Axle Load Control by the use of weighbridge scale devices.
3. Impose road damage fees on the spot for overloaded vehicles.
4. Measure physical dimensions of motor vehicle or any load being carried on the motor vehicle for providing advices to transporter for provision of relevant advice.
5. Record all necessary particulars regarding the motor vehicle being weighed.
6. Perform any other related duties as may be assigned by the Supervisor.

3. POSITION TITLE: ACCOUNTS ASSISTANT – (4 POSTS)

Scope of Position

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

Summary of the Position:

To perform Financial clerical activities.

Position Relationship:

The position holder shall report to Incharge of Finance and Accounts

Key Qualifications:

1. Holders of Certificate in Accountancy from recognized Institutions or Accounts Technician Certificate I (ATEC I) issued by (NBAA) or equivalent qualification recognized by NBAA.
2. Must be a Computer Literate
3. Fluent in both Kiswahili and English

Duties and Responsibilities:

1. Undertake general financial clerical duties
2. Filing and record keeping of financial transactions
3. To prepare and issue cheques
4. To collect income
5. To prepare payments
6. To undertake bank reconciliation
7. Process salary and wages payment
8. Update Assets Register
9. Undertake annual stock-taking
10. Perform other related duties as may be assigned by the supervisor.

4. POSITION TITLE: ENGINEER II (3 POSTS).

Scope of Position

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

Summary of the Position:

To supervise road and bridge maintenance activities.

Position Relationship:

The position holder shall report to Regional Manager/In-charge of Maintenance.

Key Qualifications:

1. Holders of Bachelor's Degree in Civil Engineering/Highway Engineering/Transportation Engineering or equivalent from any recognized Higher Learning Institution;
2. Must be registered by respective professional Board as Graduate Engineer.
3. Must be Computer literate;
4. Must be fluent in Kiswahili and English Languages.

Duties and Responsibilities:

1. Investigate sources and quality of construction materials along the roads
2. Identify sources of road accidents
3. Attend regular site meetings and prepare minutes
4. Prepare Agency's standard specifications and contract documents
5. Undertake road inventory, condition and traffic count surveys
6. Prepare tender documents
7. Supervise contractor at site, Prepare progress reports for contracts and force account operations
8. Conduct in-house studies
9. Perform other related duties as may be assigned by Supervisor.

5. POSITION TITLE: TECHNICIAN – (1 POST)**Scope of Position**

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

Summary of the Position:

To carry out road and bridge maintenance activities.

Position Relationship: The position holder shall report to Engineer

Key Qualifications:

1. Holders of Full Technician Certificate (FTC) or Diploma in Civil, Highway, Transport Engineering or equivalent qualification from recognized institutions.
2. Must be Computer literate
3. Fluent in both Kiswahili and English

Duties and Responsibilities: (Soils/Materials):

1. Carry out in-situ testing and take samples;
2. Undertake laboratory tests;
3. Supervise record and report on test results;
4. Monitor laboratory test results trends and prepare reports;
5. Supervise maintenance of laboratory apparatus and equipment;
6. Prepare site report; and
7. Performing such other related duties as may be assigned by the senior staff.

6. POSITION TITLE: ASSISTANT LABORATORY TECHNICIAN – (2 POSTS)

Scope of Position

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

Summary of the Position:

To carry out and Laboratory activities and maintenance.

Position Relationship: The position holder shall report to Incharge of Laboratory

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, Labour Based Construction or equivalent qualifications from recognized institution.
2. Not above 35 years of age.

Duties and Responsibilities:

1. Clean and maintain laboratory premises
2. Carry out in-situ testing and take samples
3. Maintain laboratory apparatus and equipment
4. Collect and prepare samples for laboratory tests
5. Undertake laboratory tests and monitor tests results and trends
6. Performing other related duties as may be assigned by the supervisor

7. POSITION TITLE: OFFICE ASSISTANT – (2 POSTS)

Scope of Position

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

Summary of the Position:

To carry out office activities and premises cleanness.

Position Relationship: The position holder shall report to In-charge of Finance and Accounts

Key Qualifications:

1. Holders of Certificate of Secondary Education Examination who passed English and Kiswahili.
2. Fluent in Kiswahili and preferably be able to communicate in English

Duties and Responsibilities:

1. Cleaning offices, premises and washrooms
2. Preparing and serving refreshments
3. Moving files and documents;
4. Undertaking photocopying and/ binding of documents
5. Dispatching letters or parcels
6. Collecting letters from the post office
7. Ensure office equipment is kept in proper places
8. Observing good customer care, dignity and integrity
9. Performing any other related duties as may be assigned by the Supervisor.

8. POSITION TITLE: DRIVER – (8 POSTS)

Scope of Position

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

Summary of the Position:

To drive and maintain Agency motor vehicles.

Position Relationship: The position holder shall report to In-charge of Finance and Accounts

Key Qualifications:

1. Holders of Certificate of Secondary Education Examination who passed English and Kiswahili; with Basic Driving Course offered by VETA or any other recognized institution.
2. Must have driving license Grade C or E with good track record in driving for not less than one (1) year
3. Fluent in Kiswahili and preferably be able to communicate in English

Duties and Responsibilities:

1. Driving Agency motor vehicles
2. Maintaining the vehicle logbook
3. Check and report the vehicle services and maintenance requirements
4. maintain safety and cleanliness of the motor
5. Delivers and Collects Mail and Goods;
6. Performing other related duties as may be assigned by the Supervisor.

Mode of Application:

Please send your **handwritten** application with your comprehensive Curriculum Vitae, so as to reach the address shown below not later than **20th October, 2022 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.

Please apply to:

Regional Manager,
TANROADS,
P.O. Box 433,
GEITA.

Tel: + 255 28 2520342

Fax: + 255 28 2520314

Email: rm-geita@tanroads.go.tz