



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 as well as construction of Airports. 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.

The Regional Manager, TANROADS- TABORA on behalf of the Chief Executive is looking for suitable competent candidate to fill various vacant post on specific contract within the Region. The Regional Manager TANROADS- TABORA invites interested candidates to apply for the following positions: –

1. POSITION TITLE: WEIGHBRIDGE OPERATORS (13 POSTS)

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Holder of Full Technician Certificate (FTC) or Ordinary Diploma in Civil; Mechanical, Automobile or Electrical Engineering from a recognized institution
- Applicant must not be more than 35 years of age
- Must be Computer literate
- Must be fluent in both written and spoken Kiswahili and English Languages
- Must be Tanzanian Citizen

KEY DUTIES AND RESPONSIBILITIES

- To carry out activities as described in the EAC Vehicle Load Control Act of 2016 and its Regulations of 2017 which include the following; Weighing motor vehicles gross vehicle weight (GVW) > 3,500kg plying on our public Roads.
- To enforce Axle Load Control by the use of weighbridge scale devices;

- To impose road damage fees on the spot for overloaded vehicles;
- To 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.
- To record all necessary particulars regarding the motor vehicle being weighed;
- To perform other duties as may be assigned from time to time by the Shift In-Charge/Supervisor.

2. POSITION TITLE: **WEIGHBRIDGE SHIFT IN-CHARGE (6 POSTS)**

Educational/Professional qualifications: –

- Holder of any Bachelor Degree recognized by higher learning institutions
- Age limit: between 35-40 years inclusive;
- Must be Computer literate, at least computer Applications;
- Must be fluent in both written and spoken Kiswahili and English Languages;
- Must be Tanzanian Citizen

Duties and responsibilities: –

- To carry out activities as described in the EAC Vehicle Load Control Act of 2016 and its Regulations of 2017 which include the following; Weighing motor vehicles gross vehicle weight (GVW) > 3,500kg plying on our public Roads.
- To enforce Axle Load Control by the use of weighbridge scale devices
- To supervise shift activities;
- To impose road damage fees on the spot for overloaded vehicles;
- To measure physical dimensions of motor vehicle or any load being carried on the motor vehicle for providing advices to transporter in case of noncompliance with vehicle dimension limit;
- To record all necessary particulars regarding the motor vehicle being weighed;
- To observe good customer care, dignity and integrity;
- To report all matters on Axle Load Control to the Regional Manager
- Performing other duties as may be assigned from time to time by the Supervisor;

3. POSITION TITLE: **ASSISTANT LABORATORY TECHNICIAN (3 POSTS)**

REQUIRED QUALIFICATIONS AND EXPERIENCE

- 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 any recognised learning institution
- Applicant must not be more than 35 years of age
- Must be a Tanzanian citizen

KEY DUTIES AND RESPONSIBILITIES

- To clean Laboratory premises;
- To carry out in situ testing;
- To maintain laboratory apparatus and equipment;
- To undertake laboratory tests and monitor tests results and trends; and
- To perform such other related duties as may be assigned by the Supervisor

4. POSITION TITLE: **TECHNICIAN (2 POSTS)**

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Holder of Full Technician Certificate or Ordinary Diploma in Civil Engineering from any recognized learning institution
- Must be computer literate
- Applicant must not be more than 35 years of age
- Must be a Tanzanian Citizen

KEY DUTIES AND RESPONSIBILITIES

- To inspect and reports on roads and bridge maintenance works;
- To supervise road and bridge maintenance works;
- To measure and certifies works for payment;
- To undertake road inventory and condition survey;
- To undertake road traffic count;
- To carry out in situ testing;
- To undertake laboratory tests and to monitor tests results and trends;
- To prepare invoices for materials testing;
- To undertake laboratory apparatus and equipment calibration;
- To prepare site report; and
- To perform such other related duties as may be assigned by the Supervisor

5. POSITION: **OFFICE ASSISTANTS (5 POSTS)**

KEY DUTIES AND RESPONSIBILITIES

- To prepare and serve tea, coffee and refreshments.
- To move files and documents as directed
- To undertake photocopying and/or binding of documents as directed
- To collect letters from the post office
- To dispatch letters or parcels
- Ensures office equipment is kept in proper places
- Performs any other duties as may be assigned by Superiors

REQUIRED QUALIFICATION AND EXPERIENCE

- Holder of Certificate of Secondary Education Examination who passed English and Kiswahili and be able to communicate in English and being fluent in Kiswahili
- Must have a clean track record
- Applicant must not be more than 35 years of age
- Must be a Tanzanian citizen.

REMUNERATION: TRDS 1.1

6. POSITION TITLE: PROCUREMENT ASSISTANT (1 POST)

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Holders of Ordinary Diploma in Procurement and Supplies Management or equivalent qualification recognized by PSPTB
- Must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Procurement and Supplies Technician
- Must be computer literate
- Applicant must not be more than 35 years of age
- Must be a Tanzanian Citizen

KEY DUTIES AND RESPONSIBILITIES

- Prepare Annual Contracts' Register
- Prepare a draft of contract documents and Tender documents and submit to the In-charge of Procurement Management Unit for review
- Fills forms for application of Certificate of VAT exemption of Maintenance Projects and submit to the In-charge of Procurement Management Unit
- Performing other related duties as may be assigned by the In-charge of Procurement Management Unit or Regional Manager.

REMUNERATION: TRDS 4.1

7. POSITION TITLE: DRIVERS (7 POSTS)

REQUIRED QUALIFICATIONS AND EXPERIENCE

Holders of Certificate of Secondary Education Examination who passed English and Kiswahili; with Basic Driving Course offered by VETA or any other recognised institution and driving licence Grade C or E with good track record in driving for not less than one (1) year

KEY DUTIES AND RESPONSIBILITIES

- To drive Agency's motor vehicles
- To maintain the vehicle's logbooks
- To undertake motor vehicle services

- To maintain safety and cleanliness of the motor vehicle
- To deliver and collect mails and goods
- To perform such other related duties as may be assigned by the supervisor.

REMUNERATION: TRDS 2.1

8. POSITION TITLE: ACCOUNTS ASSISTANT (3 POSTS)

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Holder of Diploma in Accountancy from any recognized learning Institution; or equivalent qualification recognized by NBAA;
- Applicant must not be more than 35 years of age;
- Computer Literate (at least Certificate in Computer Applications);
- Must be fluent in Kiswahili and English languages;
- Must be a Tanzanian Citizen.

KEY DUTIES AND RESPONSIBILITIES

- To Collect all weighbridge charges (fees) according to weighbridge report form;
- 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;
- To fill all necessary records timely;
- To perform other duties as may be assigned from time to time by Shift In-Charge / Supervisor.

REMUNERATION: TRDS 3.1

All interested and qualified Tanzanians are invited to submit their Handwritten application letters, enclosing detailed and signed Curriculum Vitae, certified copies of relevant education and professional certificates, driving licence and birth certificate together with names of three referees and their contact addresses, telephone number(s) and e-mail addresses to reach the addressee mentioned below not later than 31st March, 2022 on or by 4:30pm. Only shortlisted candidates will be contacted for interview.

Applications should be submitted to:

**The Regional Manager,
Tanzania National Roads Agency,
P.O. Box 2,
TABORA.**

The deadline for submitting the application is **31st March 2022.**