

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORK, TRANSPORT AND COMMUNICATION
TANZANIA NATIONAL ROADS AGENCY**

DATE :31st MAY 2018



REGIONAL MANAGER'S OFFICE- TANROADS KIGOMA

JOB OPPORTUNITY

The regional Manager's office TANROADS –Kigoma, on behalf of the Chief Executive TANROADS, intends to recruit suitable qualified and competent Tanzanian to fill the following vacancy on specific duties within the regional on renewable contract terms. Successful applicants must be ready to work on assigned office work accordingly Only successful applicants will be notified to attend the interview at their own cost at Kigoma town.

JOB TITLE: ACCOUNTS ASSISTANT II

A. KEY QUALIFICATIONS:

- I. Must be holder of Ordinary Secondary Education.
- II. Must be holder of Accountancy Certificate from recognized institutions or holder of Accounts Technician Certificate I(ATEC I) issued by equivalent qualification recognized by NBAA
- III. Age limit not above 40 years
- IV. Must be computer literate.
- V. Must be fluent in both English and Swahili language,
- VI. Must be a Tanzanian citizen
- VII. Working experience in a similar field will be an added advantage.
- VIII. Must have a clean past criminal records.

B. DUTIES AND RESPONSIBILITIES:

- I. To undertake general financial clerical duties.
- II. To undertake filing and record keeping of financial transactions
- III. To despatch cheques
- IV. Perform other related duties as may be assigned by the supervisor .

MODES OF APPLICATION

All interested applicant are invited to apply and submit their handwritten application letters to the under- mentioned address not later than 13th June 2018 with their complete CVs, certified copies of all academic and professional certificate, name of three referees including former employer if any, applicant contact telephone number and postal address. Overqualified applicants will not be considered.

Deadline for submission is 13th June 2018 at 16:00 Hrs

This is to insist that:

1. Overqualified applicants are not allowed.
2. Women are highly encouraged to apply.

**APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS
REGIONAL MANAGER
TANROADS
P.O. BOX 97
KIGOMA
(KASULU ROAD UJENZI YARD)**

E-mail Address: rm-kigoma@tanroads.go.tz