

MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION

TANZANIA NATIONAL ROADS AGENCY

DATE: 14th May, 2018



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ANNOUNCEMENT JOB OPPORTUNITIES

TANROADS REGIONAL MANAGER'S OFFICE – NJOMBE

POSITION:	1. SHIFT IN-CHARGE	(4 POSTS)
	2. WEIGHBRIDGE OPERATORS	(9 POSTS)
	3. ACCOUNTS ASSISTANT	(3 POSTS)
	4. OFFICE ASSISTANT	(2 POSTS)
	5. LABORATORY ASSISTANT	(2 POSTS)

THE REGIONAL MANAGER, TANROADS – NJOMBE is responsible for the day-to-day management of the Tanzania Mainland's Trunk and Regional Roads Network. Its primary functions include the management and development works, operations of the network, axle load control, the implementation of road safety, environmental measures and provision of advice on the strategic framework, policies and plans for the road sector.

The Regional Manager – TANROADS Njombe on behalf of the Chief Executive TANROADS is looking for open minded and creative candidates who are motivated to work within a modern and dynamic organization. TANROADS encourages applications from both men and women to fill the following positions on contract basis at the Regional Manager's Office Njombe.

SCOPE OF POSITIONS

These positions are within Njombe Region, successful candidates must be ready to work independently, all days of the week including Saturdays, Sundays and Public Holidays and with high pressure of work. They should be prepared to work for considerable lengths of time.

1. POSITION: SHIFT IN-CHARGE (4 POSTS)

POSITION RELATIONSHIP

The successful candidate will report to the Axle Load Control Supervisor.

A: RESPONSIBILITIES

- Enforcement of Road Traffic Axle Load Control by the use of Weighbridge Scale Devices
- Overall supervision of Shift Activities

B: DUTIES:

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

- i) Weigh Motor Vehicles of Gross Vehicle Weight (GVW) 3.500kg plying on our Public Roads;
- ii) If the vehicle is found overloaded the operator should impose road damage fees on the spot;
- iii) Measure physical dimensions of motor vehicle or any load being carried on the motor vehicle, and in case of non-compliance with vehicle dimension limits, the transporter should be caused to seek for special permit;
- iv) Observe good customer care, dignity and integrity;
- v) Report all matters to the Regional Manager;
- vi) Any other duties as may be assigned from time to time by the Regional Manager.

KEY QUALIFICATIONS:

- Age: Not above 40 and not below 35 years of age.
- Educational Minimum Qualification; Holder of 1st Degree in any Profession, High qualification will have additional advantages;
- Must be computer literate (at least Advanced Certificate in Computer Applications)
- Must be fluent in Swahili and English languages
- Must be a Tanzanian Citizen
- Must pass Agency Competitive Entry Interview
- Apart from professional qualifications candidates to assume these positions must be trustworthy, responsible, reliable, accountable, with integrity;

TERMS OF EMPLOYMENT: 24 MONTHS CONTRACT RENEWABLE

REMUNERATION: ACCORDING TO TANROADS SALARY SCALE: TRS 5.1

2. POSITION: WEIGHBRIDGE OPERATORS (9 POSTS)

POSITION RELATIONSHIP

The successful candidate will report to Shift in-Charge

A: RESPONSIBILITIES

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

B: DUTIES:

Carrying out activities as described in the Road Traffic (maximum Weight of vehicles) Regulations, 2001. The activities include the following:-

- i) Weigh Motor Vehicles of Gross vehicle Weight (GVW) 3,500kg plying on our Public Roads.
- ii) If the vehicle is found overloaded the operator should impose road damage fee on the spot;
- iii) Measure physical dimensions of motor vehicle or any load being carried on the motor vehicle, and in case of non-compliance with vehicle dimension limits, the transporter should be caused to seek for a special permit;
- iv) Record all necessary particulars regarding the motor vehicle being weighed.
- v) Observe good customer care, dignity and integrity.
- vi) Report all matters to the Shift In-charge.
- vii) Any other duties as may be assigned from time to time by the shift In-charge/Axle Load Control Supervisor.

KEY QUALIFICATIONS:

- Age: Not above 35 years of age.
- Educational minimum qualification; Holder of Full Technician certificate in Civil, Mechanical or Electrical Engineering (FTC); High qualification will have additional advantages
- Must be computer literate (at least Advanced certificate in computer Applications)
- Must be fluent in Kiswahili and English languages
- Must be a Tanzanian Citizen
- Must pass Agency Competitive entry interview
- Apart from professional qualifications candidates to assume these positions must be trustworthy, responsible, reliable, accountable, with integrity;

TERMS OF EMPLOYMENT:

- Two (2) Years Contract, Including Six (6) Months Probation Period.
- The contract will be renewable on the Employers' discretion, which may be based on performance. Other terms and Conditions shall be as stipulated in the TANROADS Personnel Manual.
- **REMUNERATION: ACCORDING TO TANROADS SALARY SCALE: TRS 4.1**

3. POSITION:- ACCOUNTS ASSISTANT (3 POSTS)

POSITION RELATIONSHIP

The successful candidate will report to the Head of Accounts and Administration

KEY DUTIES AND RESPONSIBILITIES

- i. Undertakes general financial clerical duties
- ii. Undertakes Filing and Financial Record keeping duties.
- iii. Dispatches Cheques
- iv. Perform such other related duties assigned by Head of Accounts and Administration.

REQUIRED QUALIFICATIONS/SKILLS

- Age not above 35yrs of age
- Holder of certificate in Accountancy or its equivalent from a recognised Institute
- Holder of computer certificate and have working knowledge of software applications like Microsoft word, excel, internet and other necessary computer experiences
- Must be fluent in both Kiswahili and English language.
- He/She must pass the Agency's competitive entry interview.
- Minimum educational qualifications: ordinary Secondary/Advanced Secondary school education

TERMS OF EMPLOYMENT: 24 MONTHS CONTRACT RENEWABLE

REMUNERATION: ACCORDING TO TANROADS SALARY SCALE: TRS 3.1

4. POSITION: OFFICE ASSISTANT (2 POSTS)

POSITION RELATIONSHIP

The successful candidates will report to the Head of Accounts and Administration.

KEY DUTIES AND RESPONSIBILITIES

- Cleans offices, washrooms and office premises
- Prepare and serves tea, coffee and refreshments
- Moves files and documents as directed
- Undertakes photocopying and /or binding of documents as directed
- Dispatches letters or parcels
- Collecting letters from the post office
- Ensuring office equipment is kept in proper place.
- Ensuring windows and doors are closed and hand over office keys to the watch person after office hours
- Ensuring lights and all electrical appliances are switched off after office hours

REQUIRED QUALIFICATIONS/SKILLS

- Not more than 35yrs of age
- Holder of secondary education certificate
- Must be able to communicate in Kiswahili and English
- He/She must pass the Agency's competitive entry interview.

TERMS OF EMPLOYMENT: 24 MONTHS CONTRACT RENEWABLE

REMUNERATION: ACCORDING TO TANROADS SALARY SCALE: TRS 1.1

5. POSITION: LABORATORY ASSISTANT (2 POSTS)

POSITION RELATIONSHIP

The successful candidates will report to the Head of Engineering.

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
- To perform such other related duties as may be assigned by the supervisor.

REQUIRED QUALIFICATIONS/SKILLS

- Not more than 35yrs of age
- Holder of Certificate of Secondary Education Examination who passed Mathematics, English and Kiswahili.
- Must be a Tanzanian Citizen
- Must pass Agency Competitive entry interview
- Apart from professional qualifications candidates to assume these positions must be trustworthy, responsible, reliable, accountable, with integrity;

TERMS OF EMPLOYMENT: 24 MONTHS CONTRACT RENEWABLE

REMUNERATION: ACCORDING TO TANROADS SALARY SCALE: TRS 2.1

MODE OF APPLICATION

Application letter should be written in English /and must be submitted not later than **25th May, 2018**

Application letter should be addressed to:

**The Regional Manager,
TANZANIA NATIONAL ROADS AGENCY (TANROADS),
SIDO STREET,
P.O. BOX 885,
NJOMBE.**

NOTE:

- Any person with unresolved criminal offence need not apply
- Only shortlisted candidates will be called for interview.
- Transport costs to the interview venue will not be refunded
- The attachments shall include one recent passport size photos; certified copies of academic certificates, transcripts and the applicant's birth certificates