

The Regional Manager's Office TANROADS – Arusha, on behalf of the Chief Executive, TANROADS, intends to recruit qualified and competent Tanzanians to fill the following vacant posts on specific duties short-term contracts within the Region.

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

1.0: POSITION TITLE: AXLE LOAD SUPERVISOR (1 POST)

EDUCATIONAL/PROFESSIONAL QUALIFICATIONS AND OTHER ATTRIBUTES

- A National Form IV/VI certificate;
- Must have a Bachelor Degree in civil/mechanical/electrical and Telecommunication; engineering or equivalent from any recognized Higher Learning Institution/colleges;
- Registered relevant with ERB;
- Computer literate;
- Self motivation, able to work under pressure outside working hours with minimum supervision;
- Fluent in both Swahili and English;
- Must be a Tanzanian Citizen;
- Age Limit between: 35 - 40 years.**

DUTIES AND RESPONSIBILITY

- Supervises Weighbridge operations;
- Prepares weighing data reports;
- Conducts open performance appraisal (OPRAS) for weighbridge staff;
- Overall supervision of shift activities;
- Verify issued special Abnormal permits for trucks carrying abnormal load;
- Observing good customer care, dignity and integrity;
- Reporting all matters on Axle Load Control to Regional Manager;
- Perform other duties as may be assigned from time to time by the Regional Manager;

SALARY:

Shall be TANROADS Salary scale 5.1

2.0: POSITION TITLE: WEIGHBRIDGE OPERATORS (6 POSTS)

Educational/Professional qualifications:-

- A National Form IV certificate;
- Must have an FTC or Diploma in Civil, Mechanical or Electrical Engineering (NTA 6) from any recognized Learning Institution/ Colleges;
- Computer literate;
- Fluent in both Swahili and English;
- Must be a Tanzanian Citizen;
- Age Limit between: 25-35 years.**

Duties and Responsibilities:

- Enforcing Road Traffic Axle Load Control by the use of Weighbridge scale devices;
- Weigh Motor vehicles with Gross Vehicle Weight (GVW) >3.500kg on all Public roads;
- Imposing road damage fee on the spot for overloaded vehicle;
- Measuring physical dimension of motor vehicles or any load being carried on the motor vehicle for providing advices to transporters in case of non compliance with vehicle dimension limits;
- For trucks carrying abnormal load with special permit, the Weighbridge Operator shall ascertain compliance to the permit. Any discrepancy should be reported to the Weighbridge In-charge for appropriate action;
- Record all necessary particulars regarding the motor vehicle being weighed;
- Observing good customer care, dignity, integrity and strict compliance with laid down day to day procedure;
- Reporting all matters on Axle Load Control to the Weighbridge Shift In-Charge;
- Perform other duties as may be assigned from time to time by the Weighbridge Shift In-Charge/Regional Manager;

SALARY:

Shall be TANROADS Salary scale 4.1

3.0: POSITION TITLE: WEIGHBRIDGE COLLECTORS (3 POSTS)

Educational/Professional qualifications:-

- A National Form IV/VI certificate;
- Must have a Diploma in Accountancy;
- Computer literate;
- Fluent in both Swahili and English;
- Age Limit between 25 - 40 years.**

Duties and Responsibilities:

- Collecting and banking all Weighbridge charges (fees) according to Weighbridge report form;
- Seeking current USD exchange rate issued by Bank of Tanzania for imposed charges equivalent to Tanzania Shillings;
- Filing all records timely;
- Maintaining fixed asset register;
- Observing good customer care, dignity and integrity;
- Reporting all matters to the Shift In-charge;
- Perform other duties as may be assigned from time to time by the Weighbridge Shift In-Charge /Regional Manager;

SALARY:

Shall be TANROADS Salary scale 3.1

4.0: POSITION TITLE: SUPPLIES ASSISTANT (1 POST)

Educational/Professional qualifications:-

- A National Form IV/VI certificate;
- Must have a Diploma in Materials Management or Procurement & Supplies management from recognized Institution;
- Computer literate;
- Fluent in both Swahili and English;
- Work Experience: At least 3 years in the relevant post;
- Age Limit between: 25 - 40 years.**

Duties and Responsibilities:

- Receives and issues goods;
- Maintain stock;
- Manage store ledger;
- Process requisition of goods;
- Undertake annual stocktaking;
- Maintain the stores;
- Perform such other related duties as may be assigned by the Regional Manager;

SALARY:

Shall be TANROADS Salary scale 3.1

5.0: POSITION TITLE: RECORDS MANAGEMENT ASSISTANTS (2 POSTS)

Educational/Professional qualifications:-

- A National Form IV certificate;
- Must have a Records Management Certificate from recognized Institution; (A Diploma in Records Management will be an added advantage)
- Computer literate (Microsoft Office)
- Fluent in both Swahili and English;
- Work Experience: At least 1 year in the relevant post;
- Age Limit between: 25 - 40 years.**

Duties and Responsibilities:

- Records outgoing and incoming mail;
- Records and dispatches outgoing mail;
- Collects mail from the Post Office;
- Check unattended folios and minutes for sending them to respective scheduled officers;
- Marks and indicates cross reference;
- Keep clean record facilities;
- Buys and accounts for postage stamps;
- Identify and sort out documents for disposal;
- Perform such other related duties as may be assigned by the Regional Manager;

SALARY:

Shall be TANROADS Salary scale 2.1

6.0: POSITION TITLE: DRIVER (1 POST)

Educational/Professional qualifications:-

- i. A National Form IV certificate;
- ii. A valid Class 'C' Driving license issued by relevant authority at least 3 years;
- iii. A Trade Test Grade III in Motor Vehicle Mechanics;
- iv. Fluent in both Swahili and English;
- v. Age Limit between: 25 - 40 years

Duties and Responsibilities;

- i. Drives Agency motor vehicle;
- ii. Maintains the vehicle logbook;
- iii. Undertake motor vehicle services;
- iv. Maintain safety and cleanliness of the motor vehicle;
- v. Delivers and collects mail and goods;
- x. Perform such other related duties as may be assigned by the Regional Manager;

SALARY:

Shall be TANROADS Salary scale 2.1

7.0: POSITION TITLE: OFFICE ATTENDANTS (2 POSTS)

Educational/Professional qualifications:-

- i. A National Form IV certificate;
- ii. Computer literate will be an added advantage;
- iii. Fluent in both Swahili and English;
- iv. Age Limit between: 25-35 years of age.

Duties and Responsibilities;

- i. Cleaning offices, washrooms, office premises and secure Office doors & windows after working hours;
- ii. Prepares and serves refreshments;
- iii. Moving files and documents as directed;
- iv. Undertaking photocopying or binding of documents as directed;
- v. Dispatching letters or parcels;
- vi. Perform such other related duties as may be assigned by the Regional Manager;

SALARY:

Shall be TANROADS Salary scale 1.7

MODE OF APPLICATION

All Interested applicants are invited to apply and submit their handwritten application letters to the under-mentioned address not later than **10th May, 2016** with their complete CVs; Certified copies of all academic and professional certificates; birth certificate; names of three referees inclusive former employer if any; applicants contact telephone number and postal address. Only the short-listed candidates will be contacted and overqualified applicants may not be considered.

Applicants who have worked with public institutions particularly with Government and TANROADS but have unsatisfactory previous records indicating performance and disciplinary shortfalls shall not be considered and any misrepresentation of such fact shall be subjected to legal measures.

The advertisement are also found in our website www.tanroadsarusha.go.tz

Deadline for submission is 10th May, 2016 at 16:30 Hrs

This is to insist that:

1. All applicants with over qualifications are not encouraged to apply;
2. Women are highly encouraged to apply;
3. Hand delivered is not allowed;
4. Any Electronic submission shall not be considered;

APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS.

**REGIONAL MANAGER,
TANZANIA NATIONAL ROADS AGENCY
P.O. Box 3094, ARUSHA
Tel: + 255 27 254 7178**