



Tanzania National Roads Agency (TANROADS) is vested with the responsibility of maintenance and development of Trunk and Regional Roads Networks in Tanzania Mainland. It is also responsible in conducting Axle Load Control Operations using weighbridges scales.

As a measure to strengthen capacity of discharging functions effectively, the Regional Manager, TANROADS Kilimanjaro seeks to recruit qualified and competent Tanzanian Citizens to fill the vacancies at its Himo Weighbridge Station and Regional Manager's Office.

Applications are invited from suitably qualified and competent Tanzanians to fill various vacancies in the region on Contract terms (Renewable subject to satisfactory performance) as follows;

1. POSITION TITLE: OFFICE ASSISTANT – (1 POST)

Scope of Position

Successful applicants must be ready to work on working days and during weekends and Public Holidays when required. They should be willing to work for considerable lengths of time with minimum supervision.

Key Qualifications:

- Holder of Ordinary Certificate of Secondary Education (CSEE) with average pass of Division Four;
- Must be fluent in Kiswahili and able to communicate in English;
- Must be a Tanzanian Citizen; and
- Age: Not above 35 years.

Duties and Responsibilities:

- To clean offices, washrooms and office premises;
- To prepare and serving tea, coffee and refreshments;
- To move files and documents as directed;
- To undertake photocopying or binding of documents as directed;

- To dispatch letter or parcels;
- To observe good customer care, dignity and integrity;
- To report all matters to the shift in-charge; and
- To perform such other related duties as may be assigned by the Supervisor.

2. POSITION TITLE: ENGINEER – (CIVIL) – (1 POST)

Scope of Position:

Successful applicants must be ready to work on working days and during weekends and Public Holidays when required. They should be willing to work for considerable lengths of time when required under minimum supervision.

Summary of the Position:

To supervise road and bridge maintenance activities.

Key Qualifications:

- Must have a Bachelor Degree in Civil Engineering/Highway Engineering/Transportation Engineering or Equivalent from any recognized Higher Learning Institution;
- Must be computer literate at least computer applications;
- Must be fluent in English and Kiswahili Languages;
- Age not above 35 years.

Duties and Responsibilities:

- To undertake road inventory, condition and traffic count surveys;
- To investigate sources and quality of construction materials along the roads;
- To identify sources of road accidents
- To attend regular site meetings and prepare minutes;
- To supervise contractor at site and force account operations; and
- To perform such other related duties as may be assigned by Supervisor.

3. POSITION TITLE: RECORDS MANAGEMENT ASSISTANT – (1 POST)

Scope of Position

Successful applicants must be ready to work on working days

and during weekends and Public Holidays when required. They should be willing to work for considerable lengths of time with minimum supervision.

Key Qualifications:

- Holders of Ordinary Diploma in Records Management from a recognized learning Institution.
- Age: Not above 35 years
- Must be computer literate
- Must be fluent in English and Kiswahili languages.
- Must be a Tanzanian citizen.

Duties and Responsibilities:

- To record outgoing and incoming mail;
- To record and dispatch outgoing mail;
- To collect mail from the Post Office;
- To receive mail and dispatches through courier services;
- To conduct daily marking;
- To check unattended folios and minutes for sending them to respective scheduled officers;
- To mark and indicate cross references;
- To keep clean record facilities;
- To buy and account for postage stamps; and
- To perform such other related duties as may be assigned by the Supervisor.

4. POSITION TITLE: ENGINEER – (WEIGHBRIDGE) – (1 POST)

Scope of Position:

Successful applicants must be ready to work on Weekends and Public Holidays. They should be willing to work for considerable lengths of time away from their permanent stations with minimum supervision.

Summary of the Position:

To Supervise Weighbridge Operations

Key Qualifications:

- Must have a Bachelor Degree in Mechanical, Electrical or Automobile Engineering or Equivalent from any recognized Higher Learning Institution;
- Must be a Registered Engineer from a respective professional Board;
- Must be computer literate at least computer applications;
- Must be fluent in English and Kiswahili Languages;
- Must be a Tanzanian Citizen; and

Duties and Responsibilities:

- To supervise Weighbridge Operations
- To prepare weighing data report
- To conduct open performance appraisal (OPRAS)
- To perform such other related duties as may be assigned by the Supervisor.

5. POSITION TITLE: Weighbridge OPERATOR – (1 POST)

Scope of Position

Successful applicants must be ready to work on shift including Weekends and Public Holiday. They should be willing to work for considerable lengths of time with minimum supervision.

Summary of the Position:

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

Key Qualifications:

- Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Civil, Mechanical, Electrical or Automobile Engineering from a recognized Higher Learning Institution/ Colleges
- Age: Not above 35 years
- Must be computer literate.
- Must be fluent in English and Kiswahili languages.

Duties and Responsibilities:

- Carrying out activities as described in the East African Community Vehicle Load Control Act, 2016 and its Regulations, 2017. The activities include the following:
- To weigh Motor Vehicles of Gross vehicle weight (GVW) > 3,500Kg on our Public Roads,
- To impose road damage fee on the spot if the Vehicle is found overloaded,
- To measure physical dimension of motor vehicles or any load being carried on the motor vehicles,
- To record all necessary particulars regarding the motor vehicle being weighed
- To ascertain compliance to the abnormal permit. Any discrepancy should be reported to the Weighbridge In- Charge for appropriate action
- Record all necessary particulars regarding the motor vehicle being weighed.
- To perform such other related duties as may be assigned by the Supervisor.

6. POSITION TITLE: SHIFT IN CHARGE – (1 POST)

Scope of Position:

Successful applicants must be ready to work on shift including Weekends and Public Holidays. They should be willing to work for considerable lengths of time with minimum supervision.

Summary of the Position:

Overall Supervision of Shift activities at Weighbridge Station

Key Qualifications:

- Holder of Bachelor Degree in any profession from a recognized Higher Learning Institution/Colleges
- Age: must be between 35 – 40 years
- Must be Computer literate.
- Must be fluent in English and Kiswahili languages.

Duties and Responsibilities:

- Carrying out activities as described in the East African Community Vehicle Load Control Act, 2016 and its Regulations, 2017. The activities include the following:
- To Weigh Motor Vehicles of Gross Vehicle Weight (GVW) > 3,500Kg on our Public Roads
- To impose road damage fee on the spot when the vehicle is found overloaded
- To Measure physical dimension of motor vehicles or any load being carried on the motor vehicle and in case of non- compliance with vehicle dimension limits, the transporters should be caused to seek for a special permit
- To ascertain compliance to the abnormal permit. Any discrepancy should be reported to the Weighbridge In- Charge for appropriate action
- To perform such other related duties as may be assigned by the Supervisor.

General Conditions:

- Any Tanzanian citizens who meet the conditions and requirements of this advertisement are invited to apply.
- Any person with unresolved criminal offences is not eligible and therefore should not apply.
- All applicants should enclose updated CV with three names of referees and their day time telephone contacts.
- Testimonials, Partial Transcripts and Result Slips shall not be accepted.
- Presentation of forged Academic Certificates and other information in the Curriculum Vitae (CV) shall necessitate to legal actions.
- Certificates from foreign examination bodies should be authenticated by the NECTA, NACTE or TCU.
- Only shortlisted candidates will be called for interview.

Mode of Application:

Please send your handwritten application letter, academic and birth certificates as well as comprehensive Curriculum Vitae (C.V) to the address shown below. Your application must be submitted not later than **31st January, 2022 at 16:30 hours.**

The Regional Manager,

Tanzania National Roads Agency (TANROADS),

Ujenzi Buildings, Old Moshi Road,

P.O. Box 3051,

MOSHI – KILIMANJARO.

Only successful candidates will be notified and invited for Interview.