

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/247

17th March, 2023

VACANCY ANNOUNCEMENT

On behalf of the Tanzania Railways Corporation, Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill **(191)** vacant posts mentioned below.

1.0 TANZANIA RAILWAYS CORPORATION (TRC)

Tanzania Railways Corporation is a Public Institution established under the Railway Act No. 10 of 2017. The main objective of TRC is to provide rail Transport services and to develop, promote and manage rail infrastructure.

1.0.1 ARTISAN II (CIVIL ARTISAN) - 70 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- i. Packing of the railway track as directed by the supervisor;
- ii. To clear grass and bushes along the line;
- iii. To clean side drains and water outlets;
- iv. To repair the track after accidents;
- v. To Load and offload permanent way materials;
- vi. To Performs any other related duties that maybe assigned by supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

- Holder of form four Certificate with one of the following qualifications; Trade Test II/Level II, National Vocational Award II (NVA II) or NTA Level 4 in Civil Technology, Railway Track Maintenance or equivalent qualification from recognized institution.

1.0.4 SALARY SCALE: TRCS 1

1.0.5 ARTISAN II (CARRIAGE AND WAGON EXAMINERS)- 18 POSTS

1.0.6 DUTIES AND RESPONSIBILITIES

- To maintain rolling stock (coaches and Wagons);
- To maintain workshop machinery and plants;
- To service handling equipment and ancillary plants; and
- To perform any other duties as may be assigned by supervisor.

1.0.7 QUALIFICATION AND EXPERIENCE

- Holder of form four Certificate with one of the following qualifications; Trade Test II/Level II, National Vocational Award II (NVA II) or NTA Level 4 in Carriage and Wagon Technology or equivalent qualification from recognized institution.

1.0.8 SALARY SCALE: TRCS 1

1.0.9 ARTISAN II (ELECTRICAL) - 11 POSTS

1.0.10 DUTIES AND RESPONSIBILITIES

- To participate in installation of new Electrical systems;
- To maintain, repair the catenary systems including but not limited to catenary poles and foundations, catenary support arms and associated 46 components, contact wire, catenary insulating devices, power disconnect and switching devices and surge protection devices;
- To fix electric wires and equipment in office and various TRC buildings
- To service handling equipment and ancillary plants; and
- To perform any other duties as may be assigned by supervisor.

1.0.11 QUALIFICATION AND EXPERIENCE

- Holder of form four Certificate with one of the following qualifications; Trade Test II/Level II, National Vocational Award II (NVA II) or NTA Level 4, Certificate in Electrical Technology, or equivalent qualification from recognized institution.

1.0.12 SALARY SCALE: TRCS 1

1.0.13 MECHANICAL ARTISANS (DIESEL MECHANICS)- 9 POSTS

1.0.14 DUTIES AND RESPONSIBILITIES

- i. To maintain rolling stock (locomotives engines);
- ii. To maintain workshop machinery and plants;
- iii. To service handling equipment and ancillary plants; and
- iv. To perform any other duties as may be assigned by supervisor.

1.0.15 QUALIFICATION AND EXPERIENCE

- Holder of form four Certificate with one of the following qualifications; Trade Test II/Level II, National Vocational Award II (NVA II) or NTA Level 4, Certificate in Mechanical Technology (Diesel Mechanics) or equivalent qualification from recognized institution

1.0.16 SALARY SCALE: TRCS 1

1.0.17 MECHANICAL ARTISANS (ELECTRICAL MECHANICAL)- 6 POSTS

1.0.18 DUTIES AND RESPONSIBILITIES

- i. To maintain rolling stock (locomotives engines);
- ii. To maintain workshop machinery and plants;
- iii. To service handling equipment and ancillary plants;
- iv. To perform any other duties as may be assigned by supervisor.

1.0.19 QUALIFICATION AND EXPERIENCE

- Holder of form four Certificate with one of the following qualifications; Trade Test II/Level II, National Vocational Award II (NVA II) or NTA Level 4 in Mechanical Technology (Electrical Mechanical) or equivalent qualification from recognized institution

1.0.20 SALARY SCALE: TRCS 1

1.0.21 MECHANICAL ARTISANS (WELDERS)- 8 POSTS

1.0.22 DUTIES AND RESPONSIBILITIES

- i. To maintain rolling stock (locomotives engines);
- ii. To maintain workshop machinery and plants;
- iii. To service handling equipment and ancillary plants;
- iv. To perform any other duties as may be assigned by supervisor.

1.0.23 QUALIFICATION AND EXPERIENCE

- Holder of form four Certificate with one of the following qualifications; Trade Test II/Level II, National Vocational Award II (NVA II) or NTA Level 4 in Mechanical Technology (Welding)

or equivalent qualification from recognized institution

1.0.24 SALARY SCALE: TRCS 1

1.0.25 MECHANICAL ARTISANS (Millwright) - 1 POST

1.0.26 DUTIES AND RESPONSIBILITIES

- i. To maintain and repair of machines;
- ii. To maintain and repair of cranes;
- iii. To maintain and repair of lifting tools;
- iv. To maintain and repair of working tools; and
- v. To perform any other duties as may be assigned by supervisor.

1.0.27 QUALIFICATION AND EXPERIENCE

- Holder of form four Certificate with one of the following qualifications; Trade Test II/Level II, National Vocational Award II (NVA II) or NTA Level 4 in Mechanical Technology (Millwright) or equivalent qualification from recognized institution

1.0.28 SALARY SCALE: TRCS 1

1.0.29 MECHANICAL ARTISANS (FITTER MECHANICS)- 7 POSTS

1.0.30 DUTIES AND RESPONSIBILITIES

- i. To maintain rolling stock and locomotives;
- ii. To upgrade and fabricate workshop equipment and tools;
- iii. To maintain workshop machinery and plants;
- iv. To Set up and adjust machines tools and equipment; and
- v. To perform any other duties as may be assigned by supervisor.

1.0.31 QUALIFICATION AND EXPERIENCE

- Holder of form four Certificate with one of the following qualifications; Trade Test II/Level II, National Vocational Award II (NVA II) or NTA Level 4 in Mechanical Technology (Fitter Mechanics) or equivalent qualification from recognized institution

1.0.32 SALARY SCALE: TRCS 1

1.0.33 ASSISTANT COMMERCIAL OFFICER (TRAIN GUARD) - 7 POSTS

1.0.34 DUTIES AND RESPONSIBILITIES

- i. To check and examine train movement and ensure the safety of a train over a section or line;
- ii. To prepare train and accident reports;
- iii. To perform route shunts and ensure the safety of the traffic being conveyed;
- iv. To supervise designated sections of Marshalling Yards and responsible for the breaking up and marshalling of trains;
- v. Placing and removal of wagons;
- vi. To perform Guard's/TTE's duties in Passenger, Engineering, and Special trains and any other duties as may be assigned by their superiors; and
- vii. To performs any other related duties that may be assigned by the supervisor.

1.0.35 QUALIFICATION AND EXPERIENCE

- Holder of Diploma in Marketing, Entrepreneurship, Accountancy, and Business Administration majoring in Marketing, Entrepreneurship or Accountancy or equivalent qualifications from recognized Institutions. Computer literacy is mandatory. A successful candidate will have to attend Train Guard Course from TIRTEC for three months.

1.0.36 SALARY SCALE: TRCS 3

1.0.37 LABORATORY TECHNOLOGIST II - 1 POST

1.0.38 DUTIES AND RESPONSIBILITIES

- i. To collect specimen, examine and report findings as requested by doctors;
- ii. To maintain Laboratory equipment related substances;
- iii. To be In-charge of Laboratory services at the Unit;
- iv. To be responsible for a job training of junior staff;
- v. To maintain internal quality assurance of the Unit; and
- vi. To perform any other relevant duties that may be assigned by the supervisor.

1.0.39 QUALIFICATION AND EXPERIENCE

- Holder of Diploma in Medical Laboratory Technology or equivalent qualifications from recognized institutions. Computer skills will be an added advantage.

1.0.40 SALARY SCALE: TRCS 3

1.0.41 LOCOMOTIVE DRIVER II – 7 POSTS

1.0.42 DUTIES AND RESPONSIBILITIES

- i. To perform shunting duties within the station yards, sidings and running depots within the home station;
- ii. To perform shunting duties within the station yards, sidings and running depots within the home station;
- iii. To check the locomotive fitness before use;
- iv. To report any problem noted in the locomotive during the course of driving;
- v. To record all important events occurring during shunting;
- vi. To record the fuel balance on start and at the end of the shunting duties;
- vii. To perform any other related duties that may be assigned by the supervisor.

1.0.43 QUALIFICATION AND EXPERIENCE

- Holder of a Form IV/VI academic Certificate with Locomotive Driving Certificate or Locomotive Shunting Certificate offered by TIRTEC or any recognized Institution and Class F or G Driving License.

1.0.44 SALARY SCALE: TRCS 3

1.0.45 PERSONAL SECRETARY II – 4 POSTS

1.0.46 DUTIES AND RESPONSIBILITIES

- i. To type confidential correspondences/letters, manuscripts, reports and proceedings;
- ii. To make travel and hotel arrangements/booking;
- iii. To cross check the availability of stationery and other working equipment for the Section/Department;
- iv. To provide Secretarial Services to Senior Officers;
- v. To keep records of activities and appointments;
- vi. To assist in monitoring movement of files, incoming and outgoing;
- vii. To attend visitors;
- viii. To receive and direct telephone calls and replaying telephone messages, emails and fax messages;
- ix. To organize and maintain a diary of appointments;
- x. To deal with correspondence and writing letters;
- xi. To organize documents and computer-based Public Relations & Communication; and

- xii. To perform any other duties as may be assigned by his/her immediate supervisor.

1.0.47 QUALIFICATION AND EXPERIENCE

- Holder of Certificates of Secondary School Education with secretarial services certificate from Public Service College or any other recognized College/Institution with passes of 80 w.p.m shorthand either in Kiswahili or in English, Certificate in computer programs e.g. windows, Microsoft office Internet, E-mail and Publisher. Use of modern office equipment will be a necessary requirement.

1.0.48 SALARY SCALE: TRCS 2

1.0.49 ASSISTANT INSTRUCTOR II (MECHANICAL)- 1 POST

1.0.50 DUTIES AND RESPONSIBILITIES

- i. To co-ordinate training sections in respective areas of specializations;
- ii. To collect and analyses data and information for training uses in areas of specializations;
- iii. To evaluate the effectiveness of Instruction under him and make appropriate reports to the principal;
- iv. To supervise students on practical and practical training in respective areas of specialization;
- v. To follow up and submits post training evaluation on trainees;
- vi. To prepare course and lesson plans;
- vii. To conduct researches in the fields pertaining to instructional needs;
- viii. To make follow up and submit post training evaluation on trainees; and
- ix. To carry out any other duties as assigned by his superior.

1.0.51 QUALIFICATION AND EXPERIENCE

- Holder of FTC or Ordinary Diploma in Mechanical Engineering or Electromechanical Engineering or equivalent from recognized institution.

1.0.52 SALARY SCALE: TRCS 3

1.0.53 STATION MASTER II – 12 POSTS

1.0.54 DUTIES AND RESPONSIBILITIES

- i. To signal, receive and dispatch trains;

- ii. To ensure that trains and traffic working at the stations are done expeditiously according to the rules and regulations;
- iii. To work as in-charge of Junior Station;
- iv. To provide for safe and expeditious movement of trains, traffic and trains working, passenger and freight sales;
- v. To supervise security of station installation and equipment, and general administration of the small and medium station;
- vi. In-charge of a designated section of a Marshalling Yard and responsible for the breaking up and marshalling of trains;
- vii. To direct, control and participate in marshalling and breaking up of train loads and clearing and placing traffic into local sidings, goods sheds etc.;
- viii. To supervise placing and removal of wagons;
- ix. To check the setting of points;
- x. To receive and dispatching trains;
- xi. To instruct and supervising subordinate staff; and
- xii. To performs any other related duties that may be assigned by the supervisor.

1.0.55 QUALIFICATION AND EXPERIENCE

- Holder of Ordinary Diploma (NTA Level VI) in Railway Transportation, Transport Management, Logistics Management. Computer literacy is mandatory. A successful candidate who has no background in Railway Transportation will have to attend Station Master Course at TIRTEC for three months.

1.0.56 SALARY SCALE: TRCS 3

1.0.57 TECHNICIAN GRADE II (CIVIL TECHNICIAN) - 13 POSTS

1.0.58 DUTIES AND RESPONSIBILITIES

- i. To undertake maintenance of bridges, culverts, building and track works;
- ii. To read and review project drawings and plans to determine the sizes of structures;
- iii. To prepare track maintenance plans and submit the same to Supervisor;
- iv. To take part in testing construction materials and soil samples in laboratories;
- v. To ensure that project construction conforms to design specifications and applicable permanent way requirements; and

- vi. To perform any other duties as may be assigned by supervisor.

1.0.59 QUALIFICATION AND EXPERIENCE

- Holder of Full Technician Certificate (FTC) or Ordinary Diploma in Civil Technology, or equivalent from recognized institution.

1.0.60 SALARY SCALE: TRCS 3

1.0.61 YARD MASTER II – 1 POST

1.0.62 DUTIES AND RESPONSIBILITIES

- i. To be in-charge of a designated section of a Marshalling Yard;
- ii. To be responsible for the breaking up and marshalling of trains;
- iii. To place and removal of wagon;
- iv. To supervise loading and unloading delivery vehicles by hand or with forklift track;
- v. To supervise sorting and grading Stock; and
- vi. To perform any other related duties that may be assigned by the supervisor.

1.0.63 QUALIFICATION AND EXPERIENCE

- Holders of Yard Foremen Certificate awarded by TIRTEC or NTA level 4 in Railway Transportation or its equivalent qualifications.

1.0.64 SALARY SCALE: TRCS 2

1.0.65 RECORDS MANAGEMENT ASSISTANT II - 5 POSTS

1.0.66 DUTIES AND RESPONSIBILITIES

- i. To prepare file Index/Register;
- ii. To maintain records/ documents in the registry;
- iii. To file, dispatch and cross check correspondences;
- iv. To maintain diary and records for files movements;
- v. To check and cross check mails, claims and returns;
- vi. To receive previews, record and facilitate filing and distribute;
- vii. To receive and register incoming/outgoing mails; and
- viii. To perform any relevant duties assigned by supervisors.

1.0.67 QUALIFICATION AND EXPERIENCE

- Holder of Secondary Education Certificate plus Certificate in one of the following fields; Records Management, Medical Records, Archives or equivalent qualifications from recognized Institution. The candidate should have relevant computer knowledge.

1.0.68 SALARY SCALE: TRCS 2

1.0.69 ACCOUNTS ASSISTANT II -1 POSTS

1.0.70 DUTIES AND RESPONSIBILITIES

- To assist in collection of revenue from the stations;
- To assist in keeping books of revenue collection records;
- To maintain of Traffic Book, Ticket indent & Control and Issuance of CTR;
- To control Cash Book;
- To prepare journals; and
- To perform any other relevant duties that may be assigned by the supervisor.

1.0.71 QUALIFICATION AND EXPERIENCE

- Holder of Diploma in one of the following fields; Accountancy, Business Administration (Accounting option), ATEC II, Higher Government Accounting Programme or equivalent qualifications from recognized institutions.

1.0.72 SALARY SCALE: TRCS 3

1.0.73 SUPPLIES ASSISTANT II – 9 POSTS

1.0.74 DUTIES AND RESPONSIBILITIES

- To receive and issue goods from stores;
- To record stock movement;
- To issue gate passes;
- To ensure there is enough security of the warehouse/store;
- To ensure that material received from suppliers conform to the product specifications as per official contracts;
- To forecast demand for materials and determine the economic order quantities;
- To undertake stocktaking exercises;
- To prepare stores management reports; and
- To perform any other related duties as may be assigned by immediate supervisor.

1.0.75 QUALIFICATION AND EXPERIENCE

- Holder of Diploma in Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from recognized institutions. Must be registered with PSPTB as Procurement Technician.

1.0.76 SALARY SCALE: TRCS 3

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; Postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania

(NECTA).

- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. **Box 2320, University of Dodoma, Utumishi Building /Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **30th March, 2023**;
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**