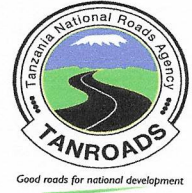




THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT

REGIONAL MANAGER'S OFFICE – TANROADS NJOMBE



JOB OPPORTUNITIES ANNOUNCEMENT

Ref. No.AD.348/373/01

13th April, 2023

Tanzania National Roads Agency (TANROADS) is an Agency under the Ministry of Works and Transport which is responsible for the Development and Maintenance of the Trunk and Regional Roads Network in Tanzania Mainland. Apart from this is also responsible in conducting Axle Load Control Operations and Airport Construction.

The Tanzania National Roads Agency (TANROADS) on behalf of the Government of the United Republic of Tanzania entered into a Contract for the **UPGRADING OF ISYONJE – MAKETE REGIONAL ROAD (96.2KM) TO BITUMEN STANDARD: KITULO – INIHO ROAD SECTION (36.3 KM) AND CONSTRUCTION OF WEIGHBRIDGE IGAGALA VILLAGE. CONTRACT NO.TRD/HQ/1022/2022/23.**

The Regional Manager's Office TANROADS – Njombe, on behalf of the Chief Executive, TANROADS, intends to recruit qualified and competent Staff to fill the following vacant posts for the specific duties on short-terms contract for supervision of the works Contract.

Successful applicants must be ready to work for considerable lengths of time in Njombe District within the project area when situations warrant.

TERMS AND CONDITIONS OF SERVICE

Appointment will be on Contract Terms of One (1) year renewable subject to satisfactory performance, efficiency and effectiveness.

1.0: POSITION TITLE: HIGHWAY ENGINEER (1 POST)

Educational/Professional qualifications:

- i. Must have a Bachelor Degree in civil or highway Engineering or equivalent from any recognized Higher Learning Institution.
- ii. Must be registered as Professional Engineer with ERB
- iii. A postgraduate Qualification in Highway Engineering and Experience in Contract Administration under FIDIC/PPRA Condition of Contract will be an added advantage.
- iv. A National Form IV/VI certificate.

1.1. Work Experience:

- i. He/she must have a minimum of Seven (7) years of specific experience related to Road/Bridge Design and Construction Surfacing.
- ii. He/she must have served as a Highway Engineer on at least One (1) Paved Road Construction Projects of Similar Magnitude and Complexity in the last 10 years.
- iii. In addition, he/she must have worked experience of at least three (3) years in Sub – Sahara Counties.

1.2. Competence:

- i. Must be Computer literate.
- ii. Proficiency in written and Spoken English is mandatory.
- iv. Self-motivation and Able to Work Under Pressure Outside Working Hours with Minimum Supervision.

1.3. Duties/Responsibilities:

- i. His duties shall comprise of Road Surveys, Construction of Pavement Structure, Measuring of Quantities and Management of Site Operations.

2.0: POSITION TITLE: MATERIAL ENGINEER (1 POST)

2.1. Educational/Professional qualifications:

- i. He/She Must be a Registered Civil Engineer with a Degree in Civil Engineering or Highway Engineering
- ii. Must be registered as Professional Engineer with ERB.
- iii. A post graduate Qqualification in Highway Engineering is an Added Advantage
- iv. A National Form IV/VI certificate.

2.2. Work Experience:

- i. He/she must have a minimum of Seven (7) years of specific experience related to Road/Bridge Design and Construction.
- ii. He/she must have served in a similar capacity on at least two (2) Projects for the Construction of Paved Roads of Similar Magnitude and Complexity in the last 10 years.
- iii. In addition, he/she must have worked experience of at least three (3) years in Sub – Sahara Counties.

2.3. Competence:

- i. Must be Computer literate.
- ii. Proficiency in written and spoken English is mandatory.
- iii. Self-motivation and Able to Work Under Pressure Outside Working Hours with Minimum Supervision.

2.4. Duties/Responsibilities:

- i. He/she shall be responsible for ensuring that the quality of all materials to be incorporated in the works, as well as the Completed Works, Conform to the Contract Standard and Specifications.

3.0: POSITION TITLE: TOPOGRAPHICAL/LAND SURVEYOR (1 POST)

Educational/Professional qualifications:

- i. He/She must possess a minimum of Advance Diploma in land Surveying, or equivalent from any Recognized Higher Learning Institution.
- ii. He/she must be a Registered Land surveyor.
- iii. A National Form IV/VI certificate.

3.1. Work Experience:

- i. He/she must have seven (7) years' specific experience in Road Design and Construction.
- ii. He/she must have a served in at least two (2) Road Construction Projects in the Last 10 years.
- iii. In additional, he/she must have working experience of at least three (3) years in Sub – Sahara Counties.

3.2. Competence:

- i. Must be Computer literate.
- ii. Proficiency in written and spoken English is Mandatory.

- iii. Self-motivation and Able to Work Under Pressure Outside Working Hours with Minimum Supervision.

4.0: POSITION TITLE: ASSISTANT SURVEYOR (1 POST)

Educational/Professional qualifications:

- i. He/She must possess a minimum of Diploma (NTA Level 6) in land Surveying.
- ii. A National Form IV/VI certificate.

4.1. Work Experience:

- i. He/She must have five (5) years' specific experience in Road Design and Construction.
- ii. He/She must have served in similar capacity on at least two (2) Road Construction Projects in the Last years.
- iii. In addition, He/She must have working experience of at least three (3) years in Sub – Sahara Counties. Proficiency in written and spoken English is mandatory.

4.2. Competence:

- i. Must be Computer literate.
- iii. Proficiency in written and spoken English is mandatory.
- iv. Self-motivation and Able to Work Under Pressure Outside Working Hours with Minimum Supervision.

4.3. Duties/Responsibilities:

- i. The Assistant Surveyor shall be fully responsible for conduction and supervising the survey team.
- ii. He/She will be responsible for planning of the fieldwork, select known survey reference points, and determine the precise location of important features in the Survey area.
- iii. He/She shall be responsible for searching legal records, look for evidence of previous references survey points (Geodetic reference points and National benchmarks) and analyses the data to determine the location of boundary lines and record the results of the results of the survey, verify the accuracy of data, and prepare plans, maps and reports.

5.0. POSITION TITLE: CAD TECHNICIAN (1 POST)

Educational/Professional qualifications:

- i. He/She must Holder of Diploma in Civil Engineering from recognized Institution.
- ii. Must be registered with Engineers Registration Board (ERB) as Civil Technician.
- iii. Must be conversant with CAD Operations
- iv. A National Form IV/VI certificate.
- v. She/He must be a registered with ERB as Civil Technician.

5.1. Work Experience:

- i. She/He must have five (5) years specific experience in drawing and drafting of Road/Highway works and construction.
- ii. Must have a knowledge of applying relevant design and drafting software including Civil 3D
- iii. At least 2 years cumulate experience related to road/bridge design and construction.
- iv. He/She must have working experience of at least 3 years in Sub-Sahara Countries. Proficiency in written and spoken English is mandatory.

5.2. Duties/Responsibilities:

- i. He/she shall be responsible for roads and bridges CAD Drawings preparing and running Animations for projects.
- ii. Liaise with Pavement Engineer for sketches or drawings improvements related to airport or road designs.

6.0 POSITION TITLE: STRUCTURE/DRAINAGE INSPECTOR (1POST)

Educational/Professional qualifications:

- i. Must be a Bachelor Degree in Civil, Bridge or Structural Engineering or equivalent from any recognized Higher Learning Institution/Colleges.
- ii. Must be Registered as Graduate/Professional Engineer with ERB
- iii. A postgraduate qualification in Civil Engineering or Highway Engineering and experience in Contract administration under FIDIC/PPRA Condition of Contract is added advantage.
- iii. Computer Literate;

6.1. Work Experience

- i. At least 10 years' cumulative experience related to road/bridge design and construction
- ii. Served as structure/drainage Engineer for at least Two (2) road project of similar magnitude and complexity in the last ten (10) years.
- iii. He/She must have a working experience of at least 3 years in Sub-Sahara Countries
- iv. Shall head the site staff and shall be responsible for ensuring the bridges and other drainage structures are constructed according to design and conform to the contract specifications.
- v. Self-motivation, able to work under pressure outside working hours with minimum supervision;
- vi. Proficiency in written and spoken English is mandatory;
- vii. Must be a Tanzanian Citizen;
- viii. Age Limit: 35 years and above

6.2. Duties/Responsibilities:

- I. Inspecting, and approving all materials and completed works to ensure compliance with technical specification requirements.
- II. Keeping all records including reports, works diaries, correspondence, instructions given to contractor(s), and any other matter relating to drainage structures on day-to-day basis.
- III. Measuring quantities of drainage works satisfactorily carried out on daily basis.
- IV. Preparation and submission of mini progress report with updated cost of drainage works on daily basis
- V. Maintaining a site diary on a daily basis with the contents and format to be agreed with Employer.

7.0 WORKS/ROAD INSPECTOR (1 POST)

Educational/Professional qualifications:

- i. Must have a Bachelor Degree in Civil Engineering or Equivalent from any Recognized Higher Learning Institution.
- ii. Must be Registered as Graduate/Professional Engineer with ERB
- iii. A National Form IV/VI certificate.

7.1. Works Experience:

- i. He/she must have a minimum of three (03) years of specific experience related to Road Design and Construction.
- ii. He/she must have served as a Works Inspector or an Equivalent Capacity on at least Three (3) years in Road Construction Project of Similar magnitude Magnitude and Complexity.

7.2. Competence:

- i. Must be Computer literate.
- ii. Proficiency in Written and Spoken English is mandatory.
- iii. Self-motivation and Able to Work under Pressure Outside Working Hours with Minimum Supervision.

7.3. Duties/Responsibilities:

- VI. Inspecting, and approving all materials and completed works to ensure compliance with technical specification requirements.
- VII. Keeping all records including reports, works diaries, correspondence, instructions given to contractor(s), and any other matter relating to drainage structures on day-to-day basis.
- VIII. Measuring quantities of drainage works satisfactorily carried out on daily basis.
- IX. Preparation and submission of mini progress report with updated cost of drainage works on daily basis
- X. Maintaining a site diary on a daily basis with the contents and format to be agreed with Employer.

8.0: POSITION TITLE: MATERIAL TECHNICIAN (1 POST)

Educational/Professional qualifications:-

- i. Must have a Full Technician Certificate or Diploma in Civil Engineering or equivalent from any Recognized Learning Institution.
- ii. A National Form IV/VI certificate.

8.1. Work Experience:

- i. Must have at least 3 years' cumulative experience related to Road/ Bridge Design and Construction.
- ii. He/she must have served as a Pavement/Material Technician or an Equivalent Capacity on at least Three (3) years in Road Construction Project of similar Magnitude and Complexity.

8.2. Competence:

- i. Must be Computer literate.
- ii. Proficiency in Written and Spoken English is mandatory.
- iii. Self-motivation and Able to Work under Pressure Outside Working Hours with Minimum Supervision.

8.3. Duties/Responsibilities:

- I. To monitor and ensure that laboratory and experiments strictly apply the specifications.
Ensure the implementation of the QA/QC procedures in the project. The entire Quality Check list is to be effectively implemented.
- II. Inspecting, testing all materials and completed works to ensure compliance with technical specification requirements.
- III. Ensure that the samples test results conform to the specifications and requirements.
- IV. Monitor that all approved material samples inside the samples room on site are organized, properly stored and labelled
- V. Ensure that all materials supplied and procured to site conform to the approved samples.
- VI. Prepare daily reports regarding the work, approved samples and the supplied materials, and check inventories besides keeping records for all materials activities in the project.

- VII. Deliver copies of all laboratory tests to the Materials Engineer at the end of each month to be included in the monthly reports.
- VIII. Identify the non-conforming material and mark it rejected and segregate from the Approved material.
- IX. Evaluate approval options based on quality, cost effectiveness efficiency of service, business standards and other factors for the purpose of meeting or exceeding the required standards.
- X. Review test results by Contractor and their respective pavement and materials reports and advise on the way-forward.

9.0: POSITION TITLE: PERSONAL SECRETARY (1 POST)

Educational/Professional qualifications: -

- i. He/She must have a Certificate in Secretarial Services or equivalent from any recognized Learning Institution/Colleges
- ii. Holder of National form IV or VI Certificate
- iii. Must have passed typing/shorthand speed of not less than 60/80 w.p.m
- iv. Must possess excellent word processing, spread sheet skills

9.1. Work Experience:

- i. Must have at least 5 years' cumulative experience related to Road Construction Project to Consultant Firm

9.2. Competence:

- i. Must be Computer literate.
- ii. Proficiency in Written and Spoken English is mandatory.
- iii. Self-motivation and able to Work under Pressure Outside Working Hours with Minimum Supervision.

9.3. Duties and Responsibilities:

- i. Typing open and confidential Memos, letters, diagrams, repots, minutes, circulars; and movement of RFI
- ii. Arranging and managing Resident Project Manager diary for appointments, commitments;
- iii. Receiving and connecting Customers/clients/guests to officers concerned;
- iv. Ensuring quality production of booklets for reports, Projects, paper;
- v. Records keeping and retrieval;
- vi. Attending telephone calls;
- vii. Taking/writing minutes; and
- viii. Performs any other Secretarial duties as may be required by Superiors.

Mode of Application

All interested and qualified Tanzanians are invited to submit their **hand written applications** enclosing their detailed and signed Curriculum Vitae and Certified Copies of relevant education. Professional Certificates and Birth Certificate together with names of three References and their Contact Addresses, Telephone Number (s) and E-mail Addresses, Deadline for the submission of applications is **21st April, 2023 at 4:30pm**. Applications via **e-mails, hand delivery and fax** will not be considered.

Only short-listed candidates will be contacted for interview.

Please apply to: **Regional Manager,
TANROADS - Njombe
P.O. Box 885,
NJOMBE**

