



The Tanzania National Roads Agency (TANROADS) is vested with the responsibility of maintaining and developing the trunk and regional roads network on the Tanzanian mainland. It is also responsible in conducting Axle Load Control Operations using weighbridge scales.

The Regional Manager, TANROADS Dodoma, on behalf of the Chief Executive, TANROADS, is looking for qualified and competent Tanzanians to fill vacant posts available in the following two (2) Projects. Upgrading of Ntyuka Jet.: Mvumi-Kikombo Jet (76.0 km) and Chololo-Mapinduzi (TPDF HO) 5 km Roads to Bitumen Standard, LOT 1: Ntyuka-Mvumi Hospital-Kikombo Road Section (53 km) and Upgrading of Kongwa Jet: Ngambi-Mpwapwa (32.0 km) and Mpwapwa-Gulwe-Kibakwe (46.9 km) Roads to Bitumen Standard, LOT 1: Kongwa Jet: Ngambi-Mpwapwa (32.0 km) in Dodoma Region.

As a measure to strengthen the capacity to discharge TANROADS' functions effectively, the Regional Manager's Office TANROADS-Dodoma, on behalf of Chief Executive, seeks to recruit qualified and competent staff to fill vacancy posts on specified contract for the aforementioned roads projects in the following fields:

1. JOB TITLE: OFFICE MANAGEMENT SECRETARY- 2 POSTS

Educational and professional qualifications:

- He or she must have a Diploma in Secretarial Services or equivalent from any recognized Learning institution or college.
- A National Form IV/VI certificate.
- He or she must have at least Three (3) years cumulative experience related to clerical or secretarial works.
- Self-motivated and able to work under pressure outside working hours with minimum supervision.

- Must be Computer literate.
 - Proficiency in written and spoken English is mandatory.
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2. JOB Title: Assistant Land Surveyor- 2 Posts

Educational and professional qualifications:

- He or she must have a Diploma in Land Surveying or equivalent from any recognized Higher Learning institution or college.
 - A National Form IV/VI certificate.
 - He or she must have at least two (2) years of cumulative experience conducting survey works.
 - Must be Computer literate.
 - Proficiency in written and spoken English is mandatory.
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3. JOB TITLE: SENIOR ENGINEER (MATERIALS)-2 POSTS

a) Entry Qualifications:

Must be a Tanzanian citizen who is a holder of a bachelor degree in one of the following fields: civil engineering, highway engineering, transportation engineering, structural engineering, or equivalent qualifications from a recognized institution with working experience of at least seven (7) years in a related field and three (3) projects of the same nature as Materials Engineer. Must be registered by ERB as a professional engineer

) Duties and Responsibilities:

- Complete supervision of the laboratory and experiments to 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:
- Inspecting, testing, and approving all materials and completed works to ensure compliance with technical specification requirements:
- Ensure the proper, regular, and approved calibrations are taking place and are on time for all testing equipment in the laboratories.
- Oversee that all approved material samples inside the samples room on site are organized, properly stored, and labeled.

- Prepare daily reports regarding the work, approved samples and supplied materials, and check inventories, besides keeping records for all materials activities in the project.
 - To advise the resident engineer regarding the applications of materials used on site in addition to quality control:
 - Review the test results by the contractor and their respective pavement and material reports and advise on the way forward.
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4. JOB TITLE: SENIOR TOPOGRAPHICAL/LAND SURVEYOR- 2 POSTS

(a) Entry Qualifications:

1. Must be a Tanzanian holder of Advance Diploma in Land Surveying or equivalent qualifications from a recognized Institutions with working experience of at least seven (7) years in related field. Must be registered as a Land Surveyor. Must have served as a Topographical Surveyor on at least two (2) projects of similar magnitude and complexity within the last 6 years.

Duties and Responsibilities:

- The Topographical Surveyor shall be fully responsible for conducting and supervising the survey team.
- He or she will be responsible for planning the fieldwork, establishing, and/or confirming all control points.
- Perform topographical surveys both pre- and post-construction, and establish survey control plans for GPS and LPS equipment automation.
- Responsible for the primary layout of all elements of the works to be performed, including but not limited to pipe and drainage systems, structures, pavements, and earthworks.
- Lead others in the survey work, keep good daily written records of all performed work, and provide calculations and records in support of all survey activities.
- Inspection to ensure that proper compliance with construction specifications is adhered to. Review the construction design to ensure proper quantities, dimensions, and overall completeness.
- He/she shall be responsible for searching legal records, looking for evidence of previous reference survey points (geodetic reference points and national benchmarks), analyzing the data to determine the location of boundary lines, recording the results of the survey, verifying the accuracy of the data, and preparing plans, maps, and reports.

- He or she should have the ability to read and interpret project specifications.
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5. JOB TITLE: CAD TECHNICIAN- 2 POSTS

key entry qualifications:

Must be a Tanzanian Citizen who is a holder of Diploma in Civil Engineering, Highway Engineering or equivalent from a recognized Institutions with working experience of at least three (3) years in related field. He/she must have Certificate in CAD training.

Duties and responsibilities:

- To prepare drawings and sketches in collaboration with other staff related to road or bridge design; and
- Liaise with the highway engineer for sketches or drawings improvements on road/bridge design.

6. POSITION TITLE: SENIOR ENGINEER (HIGHWAY Engineer): 2 POSTS

(a) Entry Qualifications:

Must be a Tanzanian Citizen who is a holder of a bachelor degree in one of the following fields: Civil Engineering, Highway Engineering, Transportation Engineering, Structural Engineering or equivalent qualifications from a recognized Institutions with working experience of at least seven (7) years in related field and three (3) projects of the same nature as a highway engineer Must be registered by ERB as a professional engineer.

Duties and Responsibilities:

- The Highway Engineer shall be fully responsible for the supervision of the construction in accordance with the provision of Contract.
- His or her duties shall comprise road surveys and the construction of pavement structures.
- Measuring of quantities and management of site operations to ensure that only the best construction practices are followed and that the final product shall in or respect equal to, or better than that specified, at the most economic costs and is carried out in full compliance with the governing specifications.

- He or she shall supervise the construction works with due diligence and efficiency and in accordance with sound technical, administrative, financial, and economic practices.
 - He or she shall conduct a design review and assist in approving shop drawings.
 - Assist the resident project manager with the preparation of weekly and monthly project updates and reporting.
 - Update and maintain the master schedule for the project.
 - Coordinators supervise the supervision team to avoid unnecessary claims and mentor junior engineers and technicians.
 - Assist the resident Manager to record, examine and evaluate claims submitted by the Contractor
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7. POSITION TITLE: SENIOR ENGINEER (HIGHWAY ENGINEER)- 2 POSTS

(a) Entry Qualifications:

Must be a Tanzanian Citizen who is a holder of a bachelor degree in one of the following fields: Civil Engineering, Highway Engineering, Transportation Engineering, Structural Engineering or equivalent qualifications from a recognized Institutions with working experience of at least seven (7) years in related field and three (3) projects of the same nature as a highway engineer Must be registered by ERB as a professional engineer.

Duties and Responsibilities:

- The Highway Engineer shall be fully responsible for the supervision of the construction in accordance with the provision of Contract.
- His or her duties shall comprise road surveys and the construction of pavement structures.
- Measuring of quantities and management of site operations to ensure that only the best construction practices are followed and that the final product shall in or respect equal to, or better than that specified, at the most economic costs and is carried out in full compliance with the governing specifications.
- He or she shall supervise the construction works with due diligence and efficiency and in accordance with sound technical, administrative, financial, and economic practices.
- He or she shall conduct a design review and assist in approving shop drawings.

- Assist the resident project manager with the preparation of weekly and monthly project updates and reporting.
 - Update and maintain the master schedule for the project.
 - Coordinators supervise the supervision team to avoid unnecessary claims and mentor junior engineers and technicians.
 - Assist the resident project manager in recording, examining, and evaluating claims submitted by the contractor.
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8. JOB TITLE: PRINCIPAL ENGINEER II (RESIDENT ENGINEER): 2 POSTS

Entry Qualification:

Holders of a bachelor degree in one of the following fields: civil engineering, highway engineering, transportation engineering, or equivalent from a recognized institution with working experience of at least ten (10) years in a related field and two (2) projects of the same nature as a resident engineer. Must be registered by ERB as a professional engineer, and Master's Degree will be added advantage.

Duties and Responsibilities:

- Shall head the site staff and shall be responsible for all technical and administrative aspects on site
 - To supervise contractor at site and force account operations
 - To prepare work plans for the project
 - To manage quality control:
 - To manage project contracts
 - To prepare progress reports for contracts:
 - To process contractor invoices and facilitate payments;
 - To attend regular site meetings and prepare minutes:
 - To monitor implementation of Social and Environmental Impact mitigation measures during the construction of the works in consultation with the Environmental Specialist of TANROADS.
 - Keeping updated all records, including reports, works diaries, correspondences, instructions given to contractors, test records, measurement and quantity calculations, payment records and all other relevant documents pertaining to the works operations and supervision contracts: and
 - To perform such other related duties as may be assigned by the Project manager (PM)
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9. POSITION TITLE: ENGINEER II (Works Inspector—Drainage/Structure)—4 POSTS

Direct Entry qualifications:

Holders of a bachelor degree in one of the following fields: Civil Engineering, Highway Engineering, Structural Engineering or equivalent from recognized Institutions. Must be registered by ERB as a graduate engineer.

Duties and responsibilities:

- Assists in reviewing all structural drawings and reports for conformity to the applicable standard and specification
 - Assists in reviewing, inspecting, and approving all materials and completed works to ensure compliance with technical specification requirements.
 - Assists in preparing mini-progress report with updated cost of drainage works on daily basis
 - To maintain site diary on a daily basis with the contents and format to be agreed by the Employer
 - Perform such other related duties as may be assigned by Supervisor.
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10. POSITION Title: MATERIAL TECHNICIAN- 2 POSTS

Educational and professional qualifications:

- Must have a full Technician Certificate or Diploma in Civil Engineering or equivalent from any recognized Learning institution or college.
 - A National Form IV/VI certificate.
 - Must have at least Three (3) years cumulative experience related to Materials.
 - He or she must have served as a pavement or material technician with equivalent capacity for at least three (3) years on Projects of similar magnitude and complexity.
 - Must be Computer literate.
 - Proficiency in written and spoken English is mandatory.
 - Self-motivated and able to work under pressure outside working hours with minimum supervision.
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**11. POSITION TITLE: SENIOR ENGINEER (STRUCTURES/BRIDGE ENGINEER):
2 POSTS**

(a) Entry Qualifications:

Must be a Tanzanian Citizen who is a holder of a bachelor degree in one of the following

fields: civil engineering, highway engineering, transportation engineering, structural engineering, or equivalent qualifications from a recognized institution with working experience of at least seven (7) years in a related field and two (2) projects of the same nature as structure/bridge engineering. Must be registered by ERB as a professional engineer.

(b) Duties and Responsibilities:

- Review structural drawings and reports for conformity to the applicable standards and specifications.
- Review, inspect and approve construction materials for compliance with technical specifications.
- Keep and maintain records, including reports, works diaries, correspondences, instructions given to contractors, and any other matters relating to drainage structures on day-to-day basis.
- Approve measured quantities of drainage works satisfactorily carried out on daily basis:
- Prepare and submit mini-progress report with updated costs of drainage works on daily basis; and
- Perform such other related duties as may be assigned by Supervisor.

Successful applicants must be ready to work for considerable lengths of time in Dodoma Region, where the project is located.

Terms of Service:

The Terms of Employment: S p e c i f i e d

Contract for 1 year or more upon completion of the Project.

Salary: TANROADS Salary scale as per TANROADS Policy

All interested and qualified Tanzanians are invited to submit their applications enclosing their detailed and Signed Curriculum Vitae, Certified Copies of relevant Education and Professional Certificates with names of two reputable referees and their contact addresses, telephone number (s) and e-mail

addresses, so as to reach the below-mentioned addressee no later than 16.30 hours on **June 15, 2024**.

Late Applications will not be considered for evaluation under this recruitment. Only short-listed candidates will be contacted. Those applicants who will not be contacted for interview should consider themselves unsuccessful.

Applications should be submitted to:

The Regional Manager,

TANROADS-DODOMA,

P. Box 902,

DODOMA.