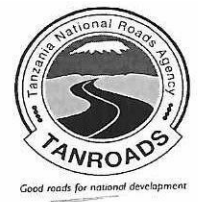




THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS



REGIONAL MANAGER'S OFFICE – TANROADS NJOMBE

JOB OPPORTUNITIES ANNOUNCEMENT

10th October, 2024

Tanzania National Roads Agency (TANROADS) is an Agency under the Ministry of Works responsible for Developing and Maintaining the Trunk and Regional Roads Network in Tanzania Mainland. Apart from this is also responsible for 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 a short-term 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 Twenty-One (21) Months from November, 2024 subject to satisfactory performance, efficiency, and effectiveness.

1.0: POSITION TITLE: RESIDENT ENGINEER (1 POST)

Educational/Professional qualifications:

- i. Must have a Bachelor's Degree in Civil Engineering or equivalent from any recognized Higher Learning Institution.
- ii. Must be registered as a Professional Engineer with ERB.
- iii. A postgraduate qualification in Highway/Structural 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 twelve(12) years minimum experience related to Pavement/Bridge design and construction supervision.
- ii. He/she must have served as a Resident Engineer on at least Two (2) bituminous road project of Similar Magnitude and Complexity in the last 10 years.
- iii. In additional, 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 head the site staff and shall be responsible for ensuring quality and safety compliance, coordinates with Project Manager in resolving technical administrative issues on site.

2.0 WORKS/ROAD INSPECTOR (2 POSTS)

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.

2.1. 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.

2.2. 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.

2.3. 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.

3.0 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

3.1. Works Experience:

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

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.

3.3. Duties/Responsibilities:

- i. Typing open and confidential Memos, letters, diagrams, reports, minutes, circulars and movement of RFI
- ii. Arranging and managing 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 supervisors.

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 October, 2024 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,
WIKICHI – NJOMBE.**

