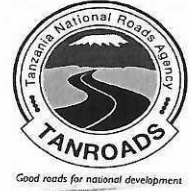




THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WORKS

REGIONAL MANAGER'S OFFICE – TANROADS NJOMBE



JOB OPPORTUNITIES ANNOUNCEMENT

02nd December, 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 **Construction of Isyeto Box Culvert (5x3m) With 2 Cells and Lufilyo Bridge (40m) Span & Relief Box Culvert (5x3m) 1 Cell and Road approaches (2.0km) along Bulongwa - Madihani – Kidope and Madihani - Lufilyo Roads**. 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 Twelve (12) Months from January 2025 subject to satisfactory performance, efficiency, and effectiveness.

1.0 POSITION TITLE: ENVIRONMENTAL OFFICER – 1 POST

a) Entry Qualification

Holder of Bachelor Degree in one of the following field Geography, Environmental science and Management , Environmental Planning and Management, Geography and Environmental studies or equivalent qualification from any recognized Institutions.

b) Duties and Responsibilities

- i) To conduct environmental research on road maintenance and development
- ii) Updates the environmental management procedures to the roads sector
- iii) To conduct environmental impact assessments for road projects; and
- iv) To perform such other related duties as assigned by the Supervisor

c) 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.

2.0 POSITION TITLE: SOCIOLOGIST – 1 POST

a) Entry Qualification

Holder of Bachelor Degree in one of the following fields Social Welfare Psychology, Sociology, Guidance and counselling or equivalent qualifications from recognized Institution.

b) 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.

c) Duties and Responsibilities:

- i) To coordinate local community participation in matters relating to maintenance and development of roads
- ii) To conduct social impacts assessment (SA) of projects
- iii) To prepare resettlement plans; and
- iv) To perform such other related duties as may be assigned by the Supervisor

3.0: POSITION TITLE: ASSISTANT LAND SURVEYOR (1 POST)

(a) Entry Qualifications:

Must be a Tanzanian Citizen who is a holder of Diploma in Land Surveying or equivalent from a recognized Institutions with working experience of at least three (3) years in related field.

(b) Duties and Responsibilities:

- i. To assist in preparation and sketches, maps and reports of works performed;
- ii. To assist in reviewing survey data for accuracy, including measurements and calculations conducted at survey sites;
- iii. To record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features;
- iv. To assist in determining specifications for photographic equipment to be used for aerial photography; and
- v. Perform such other related duties as may be assigned by Supervisor

(c) 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: CAD TECHNICIAN – (1 POST)

(a) Key Entry Qualifications:

Must be a Tanzanian Citizen who is a holder of Diploma in Civil Engineering, Highway Engineering, Land Surveying, Cartography or equivalent from a recognized Institutions with working experience of at least f3

Works Experience:

- i) Must have at least 3 years' cumulative experience related to Road Construction Project to consultant Firm (3) years in related field.
- ii) He/she must have Certificate in CAD

(b) Duties and Responsibility:

- i. To prepare drawings and sketches in collaboration with other staff related to road or bridge design; and
- ii. Liaise with Highway Engineer for sketches or drawings improvements on road/bridge design.

5.0 POSITION TITLE: PERSONAL SECRETARY (1 POSTS)

a) Entry Qualification

Must be a Tanzanian Citizen who is a holder of Diploma in Secretarial or equivalent from a recognized Institutions with working experience of at least three (3) years in related field.

b) 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. He/She must have Secretarial NTA Level 6 from recognize institution
- v. Must possess excellent word processing, spread sheet skills

c). Works Experience:

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

d) 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.

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

Terms of Service:

- i. **The Terms of Employment:** Specified Contract for 1 year or more
- ii. **Salary:** TANROADS Salary scale with other site allowances as per TANROADS Incentive Policy

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 **10th December, 2024 at 04:30pm**. 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.**

