



TANZANIA NATIONAL ROADS AGENCY



REGIONAL MANAGER'S OFFICE- TANROADS KIGOMA

JOB OPPORTUNITIES

The regional Manager's office TANROADS –Kigoma, on behalf of the Chief Executive TANROADS, intends to recruit suitable qualified and competent Tanzanian to fill the following vacancies within the regional on one year contract terms with renewable possibility. Successful applicants must be ready to work on assigned office work accordingly. Only successful applicants will be notified to attend the interview at their own cost at Kigoma town.

JOB TITLE: SHIFT IN CHARGE-1 POSTS

A. KEY QUALIFICATIONS:

- I. Age limit between 35 and 45 years.
- II. Educational minimum qualification :holder of 1st degree in any field (engineering field is an added advantage)? Must be computer literate at least Advanced Certificate in computer Application.
- III. Must be fluent in both English ND Swahili language,
- IV. Must be a Tanzanian citizen.

B. DUTIES AND RESPONSIBILITIES:

- I. Monitor daily attendance for all staff at weighbridge station.
- II. Report all matters concerning weighbridge to Regional Manager.
- III. Report all necessary particulars regarding motor vehicle being weighed.
- IV. Prepare monthly report and records of the operations and report to regional manager.
- V. Observe good customer care, dignity and integrity.
- VI. Perform other duties as may be assigned by Regional manager.

I: WEIGHTBRIDGE OPERATORS 4(POSTS)

A: Key qualifications for the weighbridge operator;

1. Holder of full Technician Certificate(FTC) or Diploma in Civil, Mechanical or Electrical Engineering;
2. Must be computer literate (At least Advance Certificate in Computer applications);
3. Must be fluent in both written and spoken Kiswahili and English Languages;
4. Must be a Tanzanian Citizen;
5. Note above 35 years of age.

B: Duties and Responsibilities of the Weighbridge Operator;

1. Enforces Road Traffic Axle Load Control by the use of Weighbridge scale devices;
2. Enforce East African Community Vehicle Load Control, Act 2016 and its Regulations, 2017;
3. Carries out activities as described in the Road Traffic (Maximum Weight of Vehicle) Regulations, 2001 which include the following
 - Weights Motor Vehicles Gross Vehicle (GVW)> 3.500 kg playing our public Roads
 - Imposes road damage fees on the spot for overloaded motor vehicles;
 - Measure physical dimensions of motor vehicle or any load being carried on the motor vehicle for determining compliance or non-compliance with vehicle dimension limits by the Transporter for provision of relevant advice;
 - Records all necessary particulars regarding the motor vehicle being weighed;
4. Observes good customer care, dignity and integrity;

5. Reports all matters of respective shift to shift In-charge;
6. Performs any other duties that may be assigned from time to time by the supervisor.

JOB TITLE: DRIVER 1 POST

A. KEY QUALIFICATIONS:

1. A National form Four (IV) certificate.
2. A valid class "C" driving license issued by relevant authority at least five (3) years with clean records.
3. A trade test grade III in motor vehicle mechanics.
4. Fluent in both Swahili and English.
5. Age limit between 25-40.

B. DUTIES AND RESPONSIBILITIES

1. Drive Agency motor vehicle wherever needed
2. Maintain the motor vehicle logbook.
3. Keeps the vehicle in good working order and in clean condition.
4. Undertake motor vehicle services
5. Deliver and collects mail, packages, materials and any other goods.
6. Perform such other related duties as May assigned by transport officer from time to time.

JOB TITLE: OFFICE ASSISTANT (ONE) 1 POSTS

A. KEY QUALIFICATIONS:

1. Holder of form four Certificates,
2. Must be fluent in both written and spoken Swahili and English Language.
3. Must be computer literate
4. One year of experience.
5. Age limit not above 35 years.
6. Must be a Tanzanian citizen.

B. DUTIES AND RESPONSIBILITIES

1. Cleans office, washrooms and office premises.
2. Prepares and serves refreshments.
3. Move files and documents.
4. Dispatches letters and parcels.
5. Performs such other duties as may assigned by the Head of Accountants and Administration.

MODES OF APPLICATION

All interested applicant are invited to apply and submit their application letters to the under- mentioned address not later than 23rd December 2020 with their complete CVs, certified copies of all academic and professional certificate, name of three referees including former employer if any, applicant contact telephone number and postal address.

Deadline for submission is 23rd December 2020 at 16:00 Hrs

APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS

REGIONAL MANAGER
TANROADS
P.O. BOX 97
KIGOMA
(KASULU ROAD UJENZI YARD)
E-mail: rm-kigoma@tanroads.go.tz