

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/317

7th June, 2023

VACANCY ANNOUNCEMENT – (ONE-YEAR CONTRACT)

On behalf of Tanzania National Roads Agency (TANROADS), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill fifty-nine **(59)** vacant posts as mentioned below;

1.0 THE TANZANIA NATIONAL ROADS AGENCY (TANROADS)

The Tanzania National Roads Agency (TANROADS) is an Agency under the Ministry of Works and Transport that is responsible for the Development and Maintenance of the Trunk, Regional Roads Network, and Airports in Tanzania Mainland. It is also responsible for conducting Axle Load Control Operations using weighbridge scales.

1.1 ENGINEER II (CIVIL) – 32 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To undertake road inventory, condition and traffic count surveys;
- ii. To investigate sources and quality of construction materials along the roads;
- iii. To identify sources of road accidents
- iv. To attend regular site meetings and prepare minutes;
- v. To supervise contractor at site and force account operations; and
- vi. To perform such other related duties as may be assigned by Supervisor.

1.1.2 QUALIFICATIONS

Holders of Bachelor's Degree in one of the following fields: Civil Engineering, Highway Engineering, Transportation Engineering or equivalent from a recognized Institution. Must be registered by ERB as Graduate Engineer.

1.1.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

1.2 ENGINEER II (ENVIRONMENTAL) – 01 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To conduct environmental research on road maintenance and development works;
- ii. To update 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.

1.2.2 KEY QUALIFICATIONS

Holders of Bachelor Degree in Environmental Engineering or equivalent from a recognized Institutions. Must be registered by ERB as Graduate Engineer.

1.2.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

1.3 PROCUREMENT OFFICER II – 6 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To prepare estimates and budget for office supplies;
- ii. To manage incoming and outgoing supplies;
- iii. To maintain receipt and issue register;
- iv. To manage stock;
- v. To undertake stock taking;
- vi. To manage goods for disposal; and
- vii. To perform such other related duties as assigned by the Supervisor.

1.3.2 QUALIFICATIONS

Holders of Bachelor's Degree or Advanced Diploma in one of the following fields: Procurement and Supplies Management, Materials Management, Logistics Management, Commerce or Business Administration majoring in Procurement and Supplies Management or equivalent qualifications from a recognized institution or Professional Level III offered by PSPTB. The candidate must be registered by Procurement and

Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies Officer.

1.3.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

1.4 QUANTITY SURVEYOR II – 2 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To evaluate tender documents;
- ii. To Review contractual claims;
- iii. To review Bidding Documents;
- iv. To prepare contract documents and
- v. To perform such other related duties as may be assigned by the Supervisor.

1.4.2 QUALIFICATIONS

Holders of a Bachelor's Degree in one of the following fields; Quantity Surveying, Building Economics, or equivalent qualifications from a recognized Institution. Must be registered by AQRB as a graduate Quantity Surveyor.

1.4.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

1.5 ACCOUNTANT II – 4 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To prepare Financial Reports;
- ii. To prepare bank reconciliation;
- iii. To record and processes financial transactions;
- iv. To maintain and update the Fixed Assets Register; and
- v. To perform such other related duties as may be assigned by the Supervisor.

1.5.2 QUALIFICATIONS

Holders of Bachelor's Degree in one of the following fields: Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualification from recognized Institutions and CPA (T), ACCA, ACA, or any professional qualifications recognized by NBAA and registered as an Accountant.

1.5.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

1.6 ICT OFFICER II (DATABASE ADMINISTRATOR) – 2 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To design database structures and objects including tables, views, procedures, functions triggers etc;
- ii. To perform database performance optimization and tuning;
- iii. To perform administration of systems and database, server virtualization and server infrastructure;
- iv. To manage security aspects to the assigned system, database, integrity control, related record, and documents;
- v. To install, upgrade and maintenance of software application and database;
- vi. To undertake daily maintenance, testing, backup, and recovery of system and databases; and
- vii. To perform such other related duties as may be assigned by the Supervisor.

1.6.2 QUALIFICATIONS

Holders of Bachelor's Degree in one of the following fields: Computer Science, Information Technology, Computer Engineering, Information Systems Security, or equivalent from a recognized Institution.

1.6.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

1.7 ICT OFFICER II (NETWORK MANAGEMENT) – 2 POSTS

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To monitor performance, capacity and availability of the network on ongoing basis and recommend improvements in technologies and practices;
- ii. To participate in designing and installation of networks and related accessories and equipment;

- iii. To maintain and repair of Network active and passive equipment;
- iv. To maintain and implement security strategy and standardization methods;
- v. Troubleshoot all network security related problems and document; and communicate network related problems, solutions, and the implementation process;
- vi. To perform maintenance activities, backups and restore of network components;
- vii. To respond on periodic vulnerability testing, and lead remediation; and
- viii. To perform such other related duties as may be assigned by the Supervisor.

1.7.2 QUALIFICATIONS

Holders of Bachelor's Degree in one of the following fields: Computer Science, Information Technology, Computer Engineering, Information Systems Security, or equivalent from a recognized Institution.

1.7.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

1.8 ICT OFFICER II (PROGRAMMER) – 2 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To design, coding, and debugging software applications based on various software languages /deployment platforms (e.g. web, mobile, desktop)etc ;
- ii. To assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing and deployment;
- iii. Training and support of software users for effective utilization of deployed systems;
- iv. Assist in troubleshooting and resolving routine software application problems;
- v. Integrate software with existing systems; and
- vi. To perform such other related duties as may be assigned by the Supervisor.

1.8.2 QUALIFICATIONS

Holders of Bachelor's Degree in one of the following fields: Computer Science, Information Technology, Computer Engineering, Information Systems Security, or equivalent from a recognized Institution.

1.8.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

1.9 ECONOMIST II – 2 POSTS

1.9.1 DUTIES AND RESPONSIBILITIES

- i. To compile data for Strategic and Business Plans;
- ii. To prepare performance report;
- iii. To conduct Economic Evaluation of Development Projects; and
- iv. To perform such other related duties as may be assigned by the Supervisor.

1.9.2 QUALIFICATIONS

Holders of Bachelor's Degree in one of the following fields: Economics, Agricultural Economics and Agribusiness, Statistics or equivalent from a recognized Institution.

1.9.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

1.10 ENVIRONMENTAL OFFICER II – 2 POSTS

1.10.1 DUTIES AND RESPONSIBILITIES

- i. To conduct environmental research on road maintenance and development works;
- 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.

1.10.2 QUALIFICATIONS

Holder of a Bachelor's Degree in one of the following fields: Geography, Environmental Science and Management, Environmental Planning and Management, Geography and Environmental Studies, Environmental Laboratory Science and Technology or equivalent qualification from any recognized Institution.

1.10.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

1.11 SOCIAL WELFARE OFFICER II – 2 POSTS

1.11.1 DUTIES AND RESPONSIBILITIES

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

1.11.2 KEY QUALIFICATIONS

Holders of Bachelor's Degree in one of the following fields: Social Work, Social Welfare, Psychology, Sociology, Guidance and Counselling or equivalent qualifications from a recognized Institution.

1.11.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

1.12 LEGAL OFFICER II – 2 POSTS

1.12.1 DUTIES AND RESPONSIBILITIES

- i. To review law, investigates facts, and prepare legal documents;
- ii. To interpret laws related to Agency operations;
- iii. To file pleadings in Court;
- iv. To represent the Agency in mediation and arbitration cases;
- v. To represent the Agency in court of law; and
- vi. To perform such other related duties as may be assigned by the Supervisor.

1.12.2 QUALIFICATIONS

Holders of Bachelor's Degree in Law (LLB) from a recognized Institution and have attended and passed a Postgraduate Diploma in Legal Practice from the Law School of Tanzania.

1.12.3 REMUNERATION

Attractive remuneration package in accordance with the Agency's salary scale.

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Permanent and Pensionable employees should not apply;
- iv. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- v. Applicants should apply on the strength of the information given in this advertisement;
- vi. Applicants must attach their certified copies of the following certificates: -
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).

- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat,
P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.
- xiv. Deadline for application is **13th June, 2023**;
- xv. Only shortlisted candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz>/<http://portal.ajira.go.tz> and not otherwise <http://portal.ajira.go.tz>/(This address also can be found at PSRS Website, Click **'Recruitment Portal'**)*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**