



30<sup>th</sup> March, 2023

# TRANSFER VACANCIES

Tanzania Airport Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned airports with a commercially oriented Management style, TAA has the following vacancies for which suitably qualified Public Servants who wish to be transferred to TAA are invited to apply.

## 1. Post title: Senior Engineers (4 Posts)

### 1.1. Civil Engineers

**Post Title: Senior Civil Engineer (2 Post)**

**Duty Station: TAA Headquarter**

**Reports to: Director of Engineering and Technical Service**

The successful candidate will be responsible for the duties mentioned herein below;

#### Key duties include:

- i. To participate in provide oversight of all physical and capital planning activities including prioritizing resource allocations and coordinating the capital planning approval processes,
- ii. To assist in setting standards and design specifications for civil engineering infrastructures, buildings and facilities,
- iii. To prepare design calculations, design concepts, design details, drawings, specifications and other technical documents,
- iv. To implement maintenance schedules and procedures and ensure that they are implemented systematically and to required standards,

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All Correspondences should be addressed to the DIRECTOR GENERAL  
P.O. Box 18000, 1206 Kipawa Airport Street, Dar es Salaam, Tanzania. Telephone: +255 22 284 2402-3,  
Facsimile: +255 22 284 4495, Website: [www.taa.go.tz](http://www.taa.go.tz), Email: [info@airports.go.tz](mailto:info@airports.go.tz)

- v. To plan and monitor development projects and prepare technical reports,
- vi. To monitor financial progress of agency projects and ensure that quality standards are met, and identify constraints and reasons for under performance,
- vii. To prepare airport standard designs and specifications including design of runways, taxiways, apron, access and link roads, airport buildings; working with other members of the team as required, including electrical engineers,
- viii. To prepare contract documents for maintenance and development of airport works in liaison with the procurement unit,
- ix. To prepare annual departmental budget in line with set guidelines and specifications,
- x. To participate in contract negotiations, supervision of maintenance, design and construction activities and report the progress to the principal engineer in charge,
- xi. To undertake designs in accordance with the requirements and relevant design standards to achieve cost effective solutions,
- xii. To assist in the development and supervision of project team members and in capacity building to civil engineers and,
- xiii. To perform any other duties as may be assigned superior.

### **Minimum Academic Qualifications and Experience**


The ideal candidate for this position should have the following qualifications and experience;

Holder of Bachelor Degree or Advance Diploma in Civil Engineering from recognized Institution who has a relevant working experience of at least Seven (7) years. The candidate must be registered by the Engineers Registration Board (ERB) as Professional Engineer.

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## 1.2. Mechanical Engineer

**Post Title: Mechanical Engineer (1 Post)**

**Duty Station: TAA Headquarter**

**Reports to: Director of Engineering and Technical Service**

The successful candidate will be responsible for the duties mentioned herein below

### **Duties and Responsibilities;**

- i. To assemble and test experimental motor-control devices, switch panels, transformers, generator windings, solenoids, and other electrical/electro-Mechanical equipment's and components according to engineering data and knowledge of electrical/electro- Mechanical principles,
- ii. To coordinate Installation, maintenance, repair, overhauls, troubleshooting, modification and testing of various types of electrical, and /or electro-Mechanical equipment and related devices,
- iii. To implement and coordinate the maintenance and safety procedures, service schedule, and supply of materials required to maintain machines and equipment in the prescribed condition,
- iv. To provide oversight of all physical and capital planning activities including prioritizing resource allocations and coordinating the capital planning approval processes,
- v. To prepare strategic plans for the projects, assess projects and their requirements, prepare project budgets schedules and scope of work,
- vi. To prepare drawings and schematic designs based on project requirements, initiate and ensure drawings, plans, geotechnical, wind and hydrological analyses comply with electrical engineering standards,
- vii. To study and assess drawings, plans, specifications and other documents relating to construction projects,

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- viii. To direct, lead and support other engineering and skilled personnel in managing and executing multiple tasks and projects, lead and direct onsite teams,
- ix. To collaborate and interact with construction teams, architects and outside project developers and consultants,
- x. To manage project deliverables and ensure that projects are completed on time and within the budget,
- xi. To supervise all projects assigned and ensure that applicable standards and regulations are implemented and projects are executed within the time frame,
- xii. To organize, monitor, control, test and commission plant or handover projects using as according to set engineering principles and techniques,
- xiii. To initiate the tender process and assign contract jobs to external agencies for the maintenance of airport facilities and participate in evaluating engineering tender documents,
- xiv. To ensure that project monitoring, reviewing and reporting are integrated into the ongoing implementation plan and prepare site report,
- xv. To advice on major rehabilitation works whenever foreseen,
- xvi. To ensure that all set standards and regulations are implemented and applied at all times,
- xvii. To undertake inspections, prepare and submit timely and accurate technical reports,
- xviii. To effectively complete special projects such as coordinating conferences, workshops, in accordance with project objectives and timelines as established by supervisor,
- xix. To coordinate the activities of the small works and capital projects and ensure they are planned and designed in accordance with the strategic plan, master plan and design standards,
- xx. To manage, train and develop junior engineers and Technicians and,
- xxi. To perform any other duties as may be assigned superior.

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## Minimum Academic Qualifications and Experience

The ideal candidate for this position should have the following qualifications and experience;

Holder of Bachelor Degree or Advance Diploma in Mechanical Engineering from recognized Institution who has a relevant working experience of at least Seven (7) years. The candidate must be registered by the Engineers Registration Board (ERB) as Professional Engineer.

### 1.3. Electrical Engineer

**Post Title: Mechanical Engineer (1 Post)**

**Duty Station: TAA Headquarter**

**Reports to: Director of Engineering and Technical Service**

The successful candidate will be responsible for the duties mentioned herein below

#### **Duties and Responsibilities;**

- i. To assists in the development of technical documentation, Proposals, and presentations to clients,
- ii. To coordinate project designs with other disciplines to determine equipment needs, implement operating procedures, resolve system malfunctions, and provide technical information,
- iii. To assemble bid, approval and construction issue drawing packages,
- iv. To use engineering and designing computer software to complete assigned work,
- v. To evaluate the work of technical staff and provides feedback and/or corrections based on client needs,
- vi. To oversee installation, operation, maintenance, and repair to ensure that machines and equipment are installed and functioning according to specifications,
- vii. To participate with engineering staff in project design and estimation, from concept studies to detail engineering and technical support during construction and commissioning,

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- viii. To provide quality control for design related project procedures, processes and standards,
- ix. To prepare preventive maintenance schedule and to make sure it is implemented accordingly,
- x. To review bid analyses and make recommendations,
- xi. To apply technical knowledge of principles in order to put equipment in operational condition and solve complex problems and,
- xii. To perform any other duties as assigned by supervisor.

### **Minimum Academic Qualifications and Experience**

The ideal candidate for this position should have the following qualifications and experience;

Holder of Bachelor Degree or Advance Diploma in Electrical Engineering from recognized Institution who has a relevant working experience of at least Seven (7) years. The candidate must be registered by the Engineers Registration Board (ERB) as Professional Engineer.

### **2. Tenure**

- i. TAA is an equal opportunity employer
- ii. Staff will be employed on permanent and pensionable terms

### **3. Mode of Application.**

Interested Public Servant should apply in confidence enclosing:

- i. Application letter with Curriculum Vitae (CV) including names, postal address, e-mail address and telephone number,
- ii. Certified copies of certificates
- iii. One current Passport size photo and names and contact of three referees
- iv. Not more than 45 years of age
- v. Applicants must channel their application letters through their respective employers, failure of which will lead to automatic disqualification.

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- vi. Transfer is not promotion therefore, applicant should apply for the position they are currently holding and must state their check numbers,
- vii. Only successful candidates will be contacted for further procedures,
- viii. Applicants should indicate their willingness and commitment to cover for their transfer costs as the application for transfer will be considered as self-initiated,
- ix. Lobbying and canvassing will not be entertained and may result to the applicant's disadvantage,
- x. The applicant who will submit the application through e-mail address provided bellow should attach all necessary attachments as one document or file in PDF format,
- xi. Interested applicants should submit their applications by **16<sup>th</sup> April, 2023** through [info@airports.go.tz](mailto:info@airports.go.tz) or to the following address.

**The Director General,  
Tanzania Airports Authority,  
Head Office,  
Julius Nyerere International Airport, Terminal 1,  
P.O.Box 18000,  
DAR ES SALAAM.**

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