



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS
TANZANIA NATIONAL ROADS AGENCY
SONGWE



10TH JANUARY, 2025

JOB VACANCIES

Tanzania National Roads Agency (TANROADS) is vested with the responsibility of Maintenance and Development of the Trunk and Regional Roads Network in Tanzania Mainland. It is also responsible in conducting Axle Load Control Operations using weighbridge scales.

The Regional Manager TANROADS Songwe on behalf of the Chief Executive TANROADS is looking for suitable qualified and competent Tanzanians to fill vacant posts available for the project of **Upgrading of Isongole II-Kasumulu-Ipyana-Katumba, Songwe Regional Road (114.3 KM) Including Ndembo-Isoko spur road (5.914KM) and Muungano-Ipyana Section (0.658KM) to Bitumen Standard Lot 1: Isongole II-Ndembo Section (46.5Km) Including Ndembo-Isoko Spur road (5.914KM)**

TANROADS therefore intends to recruit qualified and competent staff to fill vacancy posts on specified contract for the aforementioned projects in the following fields.

(1) POSITION TITLE: RESIDENT ENGINEER – 1 POST

(a) Entry Qualification:

Holders of Bachelor Degree in Civil Engineering, or equivalent qualification from a recognized Institution. Must be registered with ERB as Professional Engineer and have a current practicing certificate. Post graduate qualification in Civil Engineering will be an added advantage.

Must have a cumulative working experience of at least ten (10) years in road and bridges construction designs, supervision and contract management/administration under FIDIC Conditions of Contract. Must have served as the Resident Engineer or equivalent capacity in at least three (3) road construction projects of similar nature in the last 10 years. Proficiency in written and spoken English is mandatory.

(b) Duties and Responsibilities:

- i. Shall head the site staff and shall be responsible for all technical and administrative aspects on site;
- ii. To supervise the Contractor at site;
- iii. To manage work plans for the project;
- iv. To manage quality control;
- v. To manage project contracts;
- vi. To prepare monthly progress reports for project;
- vii. To process contractor invoices and facilitates payments;
- viii. To prepare and attend regular site meetings and prepare minutes;

- ix. To monitor implementation of Social and Environmental Impact mitigation measures during the construction of the works in consultation with the Environmental Specialist of TANROADS.
- x. Keeping updated all records including reports, works diaries, correspondences, instructions given to contractor(s), test records, measurement and quantity calculations, payment records and all other relevant documents pertaining to the works operations and supervision contracts; and
- xi. To perform such other related duties as may be assigned by the Project Manager (PM)

(2) POSITION TITLE: MATERIALS ENGINEER – 1 POST

(a) Entry Qualifications:

Must be a Tanzanian Citizen who is a holder of Bachelor Degree in Civil Engineering or equivalent qualifications from a recognized Institution. Must be registered with ERB as Professional Engineer and have a current practicing license. A postgraduate qualification in geotechnical/pavement engineering is an added advantage.

Must have a working cumulative experience of at least seven (7) years in related supervision of roads and bridges construction, materials testing, soils investigations and pavement constructions; served in similar capacity in two (2) projects of similar nature in the past 7 years. Fluency in written and spoken Swahili and English is mandatory.

(b) Duties and Responsibilities:

- i. To Complete supervision of the laboratory and experiments, to strictly apply the specifications;
- ii. To ensure the implementation of the QA/QC procedures in the project. The entire Quality Check list is to be effectively implemented;
- iii. Inspecting, testing and approving all materials and completed works to ensure compliance with technical specification requirements;
- iv. To ensure the proper, regular and approved calibrations are taking place and on time for all testing equipment in the Laboratories;
- v. Oversee that all approved material samples inside the samples room on site are organized, properly stored and labeled;
- vi. Prepare daily reports regarding the work, approved samples and the supplied materials, and check inventories besides keeping records for all materials activities in the project;
- vii. To advise the Resident Engineer regarding the applications of materials used on site in addition to the quality control;
- viii. Review test results by Contractor and their respective pavement and materials reports and advise on the way-forward.

(3) POSITION TITLE: HIGHWAY ENGINEER – 1 POST

(a) Entry Qualification:

Holders of Bachelor Degree in Civil Engineering, Highway Engineering or equivalent qualification from a recognized Institution. Must be registered with ERB as Professional Engineer.

Must be a Tanzania Citizen who is a holder of Bachelor Degree in one of the following fields: Civil Engineering, Highway Engineering, Transport Engineering, Structural Engineering or equivalent qualifications from a recognized Institution with working experience of at least seven (7) years in related field and three (3) projects experience of the same nature as Highway Engineer must be registered by ERB as Professional Engineer.

(b) Duties and Responsibilities:

- i. To supervise the Contractor at site and force account operations;
- ii. To manage work plans for the project;
- iii. To manage quality control;
- iv. To manage project contracts;
- v. To prepare monthly progress reports for project;
- vi. To process contractor invoices and facilitates payments;
- vii. To prepare and attend regular site meetings and prepare minutes;
- viii. To monitor implementation of Social and Environmental Impact mitigation measures during the construction of the works in consultation with the Environmental Specialist of TANROADS.; and
- ix. To perform such other related duties as may be assigned by the Resident Engineer

(4) POSITION TITLE: TOPOGRAPHICAL SURVEYOR - 1 POST

(a) Entry Qualifications

Must be a Tanzanian Citizen who is a holder of Bachelor Degree or Advanced Diploma in one of the following fields; Land Surveying, Geomatics or equivalent qualifications from a recognized Institution. Must be registered by NCPS as professional Land Surveyor. Postgraduate qualifications in surveying will be an added advantage.

Must have a cumulative working experience of at least five (5) years in related Surveying for design and/or construction of roads and bridges; served in similar capacity in two (2) projects of similar nature in the past 10 years. Fluency in written and spoken Swahili and English is mandatory. field.

(b) Duties and Responsibilities

- i. Prepare and maintain sketches, maps and reports of works performed;
- ii. Review survey data for accuracy, including measurements and calculations conducted at survey sites;
- iii. To identify and locate all beacons and benchmarks to enable the contractor set out and construct the works;
- iv. Direct or conduct surveys in order to establish legal boundaries for properties;
- v. Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features;
- vi. Search legal records, survey records, and land titles in order to obtain information about property boundaries in areas to be surveyed;
- vii. Coordinate findings with engineers, clients, and other stakeholders concerned with projects;
- viii. Adjust surveying instruments in order to maintain their accuracy;
- ix. Establish fixed points for use in making maps, using geodetic and engineering instruments;
- x. Determine longitudes and latitudes of important features and boundaries in survey areas;
- xi. Develop criteria for survey methods and procedures;
- xii. Determine specifications for photographic equipment to be used for aerial photography; and
- xiii. Perform such other related duties as may be assigned by Supervisor

(5) POSITION TITLE: WORKS INSPECTOR – DRAINAGE/STRUCTURE – 1 POST

(a) Entry qualifications:

Must be a Tanzanian citizen who is a holder of Bachelor Degree in Civil Engineering or equivalent from a recognized Institution. Must be registered by ERB as Graduate Engineer. with working experience of at least three (3) years in related field.

(b) Duties and Responsibility:

- i. Assists to review all structural drawings and reports for conformity to the applicable standard and specification
- ii. Assists to review, inspect, and approve all materials and completed works to ensure compliance with technical specification requirements.
- iii. Assists to prepare mini progress report with updated cost of drainage works on daily basis
- iv. To maintain site diary on a daily basis with the contents and format to be agreed by the Employer
- v. Perform such other related duties as may be assigned by Supervisor.

(6) POSITION TITLE: WORKS INSPECTOR- ROAD WORKS - 1 POST

(a) Entry Qualifications

Must be a Tanzanian Citizen who is a holder of Degree in Civil Engineering or equivalent qualifications from a recognized Institution. Must be registered by ERB as Graduate Engineer with working experience of at least three (3) years in related field.

(b) Duties and Responsibilities

- i. Inspect road works to ensure compliance with technical specifications;
- ii. Inspect the implementation of QA/QC procedures in the project;
- iii. Attend contractor's request for inspection;
- iv. Keep daily records for contractor's equipment and personnel;
- v. Inspect compliance of site health and safety;
- vi. Prepare and submit daily progress report;
- vii. Identify conforming or non-conforming construction materials or works;
- viii. Supervise control of traffic flow at site; and
- ix. Perform such other related duties as may be assigned by Supervisor.

(7) 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 five (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

(8) POSITION TITLE: CAD TECHNICIAN – 1 POST

(a) Entry Qualifications:

Must be a Tanzanian Citizen who is a holder of Diploma in Civil Engineering, Highway Engineering, Land Surveying or equivalent from a recognized Institutions with working experience of at least five (3) years in related field. He/she must have Certificate in CAD training.

(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.

(9) POSITION TITLE: ICT OFFICER- 1 POST

(a) Entry Qualifications:

Must be a Tanzanian Citizen who is a holder of Bachelor Degree in Civil Engineering or equivalent qualifications from a recognized Institutions. Must be registered with ERB as Professional Engineer with current practicing license. Postgraduate qualification in Bridge/Structural Engineering will be an added advantage.

Must have a cumulative working experience of at least seven (7) years in related to supervision and/or designs of construction of bridges/structures. Served in similar capacity in three (3) projects of similar nature in the past 7 years. Fluency in written and spoken Swahili and English is mandatory.

(b) Duties and Responsibilities:

- i. Review structural drawings and reports for conformity to the applicable standards and specifications;
- ii. Review, inspect and approve construction materials of works for compliance with technical specifications;
- iii. Keep and maintain records including reports, works diaries, correspondences, instructions given to contractor(s) and any other matters relating to drainage structures on day-to-day basis;
- iv. Approve measured quantities of drainage works satisfactorily carried out on daily basis;
- v. Prepare and submit mini progress report with updated costs of drainage works on daily basis; and
- vi. Perform such other related duties as may be assigned by Supervisor.

(10) POSITION TITLE: ECONOMIST II- 1 POST

(a) Entry Qualifications:

Must be a Tanzanian Citizen who is a holder of Bachelor Degree in Civil Engineering or equivalent qualifications from a recognized Institutions. Must be registered with ERB as Professional Engineer with current practicing license. Postgraduate qualification in Bridge/Structural Engineering will be an added advantage.

Must have a cumulative working experience of at least seven (7) years in related to supervision and/or designs of construction of bridges/structures. Served in similar capacity in three (3) projects of similar nature in the past 7 years. Fluency in written and spoken Swahili and English is mandatory.

(b) Duties and Responsibilities:

- i. Review structural drawings and reports for conformity to the applicable standards and specifications;
- ii. Review, inspect and approve construction materials of works for compliance with technical specifications;
- iii. Keep and maintain records including reports, works diaries, correspondences, instructions given to contractor(s) and any other matters relating to drainage structures on day-to-day basis;
- iv. Approve measured quantities of drainage works satisfactorily carried out on daily basis;
- v. Prepare and submit mini progress report with updated costs of drainage works on daily basis; and
- vi. Perform such other related duties as may be assigned by Supervisor.

(11) POSITION TITLE: ACCOUNTS OFFICER II - 1 POST

(a) Entry Qualifications

Must be a Tanzania Citizen who is a holder of Bachelor Degree or Advance Diploma in one of the following fields; Accountancy, Finance, Commerce or Business Administration in Majoring Accountancy or Finance or equivalent qualifications from reorganized Institution or Intermediate Certificate (Module D) Issued by NBAA or other qualifications reorganized by NBAA

(b) Duties and Responsibilities

- i. To prepare financial budget;
- ii. To collect Income;
- iii. To Prepare payments;
- iv. To prepare financial reports;
- v. To record financial transactions;
- vi. To process and record financial transactions;
- vii. To maintain and update fixed Asset Register;
- viii. To undertake annual stock taking; and
- ix. To perform other duties as may be assigned by the Supervisor.

(12) POSITION TITLE: OFFICE MANAGEMENT SECRETARY - 1 POST

(a) Entry Qualifications

Must be a Tanzanian Citizen who is a holder of Diploma in Secretarial Studies or equivalent qualifications from recognized institutions with good working experience of at least two (2) years in related field.

(b) Duties and Responsibilities

- i. Maintain an office diary at site;
- ii. Prepare correspondence reports;
- iii. Facilitate site meetings;
- iv. Attend visitors;
- v. Attend office phone calls; and
- vi. Performs other duties as may be assigned by the Supervisor.

Successful applicants must be ready to work for considerable lengths of time in Songwe Region where projects are located.

Terms of Service:

- I. The Terms of Employment: Specified Contract
- II. Salary: TANROADS Salary scale with other site allowances as per TANROADS Incentive Policy.

All interested and qualified Tanzanians are invited to submit their applications enclosing their detailed and signed Curriculum Vitae, Certified Copies of relevant Education and Professional Certificates with names of two reputable referees and their contact addresses, telephone number (s) and e-mail addresses, so as to reach the below mentioned addressee not later than 16.30 hours on 24th January, 2025.

Late Applications will not be considered for evaluation under this recruitment. Only shortlisted candidates will be contacted. Those applicants who will not be contacted for interview should consider themselves unsuccessful.

Applications should be submitted to: -

ALL APPLICATIONS MUST BE ADDRESSED TO;

The Regional Manager,
TANROADS,
P.O BOX 86,
VWAWA - SONGWE.

Email: rm-songwe@tanroads.go.tz