



Tanzania National Roads Agency (TANROADS) is vested with the responsibility of maintenance and development of the trunk roads in Tanzania Mainland. It is also responsible in operation. The Regional Manager TANROADS Coast on behalf of Chief Executive TANROADS is looking for suitably qualified and competent Tanzanian to fill vacant positions in contract for specific time (renewable) in the listed hereunder posts:

1. Position Title: Weighbridge Officer – 4 Posts

Entry Qualification: Holders of bachelor's degree in technology, education, psychology, or equivalent qualifications from recognized institutions.

Duties and Responsibilities:

- To abide and prepare for vehicles with Gross Vehicle Weight (GVW) > 3,500 kg on public roads.
- To ensure road damage fees are imposed on the spot when the vehicle is found overloaded.
- To ascertain compliance to the abnormal permit; any overloaded vehicle should be instructed to seek for a special permit.

- To formulate and produce effective solutions to emerging problems on roads.
- To evaluate overall road performance, reliability, and safety of the weighbridge scales.
- To perform such other related duties as may be assigned by the supervisor.

Salary Scale: TRDS 5.

2. **Position Title: Technician II – Weighbridge Operations – 7 Posts**

Entry Qualification: Holders of Certificate (FTC) or Diploma in one of the following engineering fields: Mechanical, Electrical, Automobile Engineering, Electro-Mechanical, or equivalent qualification from recognized institutions.

Duties and Responsibilities:

- To carry out weight control by the use of weighbridge scale devices.
- To impose road damage fees on the spot for overloaded vehicles.
- To measure physical dimensions of motor vehicle or any load being carried on the motor vehicle, providing advice to transporter for provision of relevant advice.

- To perform such other related duties as may be assigned by the supervisor.

Salary Scale: TRDS 4.1.

3. **Position Title: Accounts Assistant I – 2 Posts**

Entry Qualification: Holders of Diploma in Accountancy from recognized institutions or Accounting Technician Certificate II (ATEC II) issued by (NBAA) or equivalent qualification recognized by NBAA.

Duties and Responsibilities:

- To prepare and issue cheques.
- To collect income.
- To prepare payments.
- To undertake bank reconciliation.
- To process and record financial transactions.
- To process salary and wages payment.
- To maintain and update fixed assets register.
- To perform such other related duties as may be assigned by the supervisor.

Salary Scale: TRDS 4.1.

4. **Position Title: Driver II – 2 Posts**

Entry Qualification: Holders of Certificate of Secondary Education Examination with Basic Driving Course offered by VETA, driving license Grade C or E with good track record for at least one year.

Duties and Responsibilities:

- To drive agency's motor vehicles.
- To undertake motor vehicle services.
- To maintain safety and cleanliness of the motor vehicle.
- To deliver and collect mail and goods.
- To perform such other related duties as may be assigned by the supervisor.

Salary Scale: TRDS 2.1.

General Conditions:

- Applicants must be citizens of Tanzania with an age not above 45 years.
- Applicants with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat for attention.
- Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, email, and telephone numbers.
- Applicants in this advertisement apply on the strength of information given.

- Applicants must attach their certified copies of the following certificates:
 - Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates; and
 - Birth certificate.
- Attaching copies of the following certificates is strictly not accepted:
 - Form IV and Form VI results slips;
 - Testimonials and all partial transcripts.
- An applicant employed in the public service in permanent and pensionable terms should indicate.
- Applicants should indicate three reputable referees with their reliable contacts.
- Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- Certificates from foreign universities should be verified by The National Council for Technical Education (NACTE).
- Deadline for application is **07th May, 2025**.
- Presentation of forged certificates and other information will necessitate legal action.
- Only short-listed candidates will be informed on a date for interview.
- A signed application letter should be written either in Swahili or English addressed to: **The Regional Manager, TANROADS, P.O. Box 30150, KIBAHA-PWANI.**

