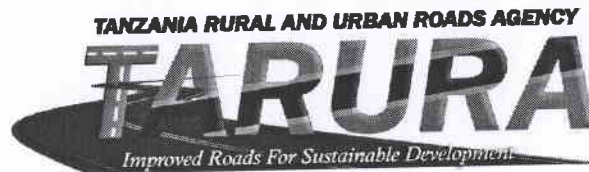


**THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE**

**TANZANIA RURAL AND URBAN ROADS
AGENCY (TARURA)**



Ref. No. AB.21/288/01/20

Date 23rd February, 2018

Tanzania Rural and Urban Roads Agency (TARURA) is an Executive Agency of the President's Office, Regional Administrative and Local Government (PO-RALG) established under Section 3(1) of the Executive Agencies Act (Cap 245) by Order published in Government Notice No. 211 dated May 12, 2017 and was inaugurated on July 02, 2017. Tanzania Rural and Urban Roads Agency (TARURA) is vested with the responsibility of managing the development, rehabilitation, maintenance, axle load control, environment and road reserve management of rural and urban roads network for the socio-economic development of Tanzania.

The Chief Executive intends to recruit self-motivated, qualified and competent Tanzanian to fill the following vacant post on temporary contract.

1.0. Position Title: PERSONAL SECRETARY II 8 POST

Duty station:

Ruvuma Regional Office, Madaba DC, Nyasa DC, Tunduru Dc, Songea DC, Mbinga DC, Namtumbo DC, Mbinga TC and Songea MC.

Educational/Professional Qualification.

- i. A National form IV Certificate.
- ii. Must have a Certificate in Secretarial Courses from recognized Institution.
- iii. Proficient Computer and Micro Office suite.
- iv. Self-motivation, able to work under pressure outside working hours with minimum supervision.
- v. Fluent in both Kiswahili and English.

Tel: Fax: Email: rcu.ruvuma@tarura.go.tz Web: www.tarura.go.tz

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Regional Coordinator
TARURA
P. O. Box 1199, RUVUMA

Work Experience: At least 1 year:
Age limit: Not above 45 years of age

Duties and Responsibility.

- i. To manage Officer's diary.
- ii. To attend telephone calls.
- iii. To attend visitors.
- iv. To manage records movement.
- v. To write minutes during the meetings.
- vi. To type documents.
- vii. To perform such other related duties as may be assigned by the supervisor.

2.0 Position Title DRIVER 8 POST.

Education/Professional qualifications:

- i. A National Form IV Certificate.
- ii. A valid Class "C" Driving license issued relevant authority.
- iii. A Trade Test Grade III in motor Vehicle Mechanics.
- iv. Fluent in both Kiswahili and English.

Duties and Responsibility.

- i. Drives Agency motor vehicle.
- ii. Maintains the vehicle logbook.
- iii. Undertake motor vehicle services.
- iv. Maintain safety and cleanliness of the motor vehicle.
- v. Deliver and collects mail and goods.
- vi. Perform such other related duties as may be assigned by your supervisor.

MODE OF APPLICATION.

All interested applicants are invited to apply and submit their handwritten application letters to the under mentioned address not later than 09th March, 2018 with their complete CV's, copies of all certificates, birth certificate, names of three references one of whom a former employer; applicants contact telephone number and postal address.

Applicants are reminded to quote the correct reference number of the advert in their application letter.

Only the short-listed candidates will be contacted.

Successful applicants must be ready to work in any TARURA Council Office in Tanzania Mainland.

Tel: _____ Fax: _____ Email: rco.ruvuma@tarura.go.tz Web: www.tarura.go.tz

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Applicant who have worked with Public Institution but have unsatisfactory previous records indicating poor performance and found guilty with disciplinary offences shall not be considered and any misrepresentation of such fact shall be subjected to legal measures.

Deadlines 09 March, 2018 at 2:00 PM.

This is to insist that:

TARURA is an equal opportunity employer, but women are highly encouraged to apply.

APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS.

**REGIONAL COORDINATOR,
TANZANIA RURAL AND URBAN ROADS AGENCY.
P.O.BOX 1199 SONGEA
Tel: 0754-553-394**

Regional Coordinator
TARURA
P. O. Box 1199, RUVUMA

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