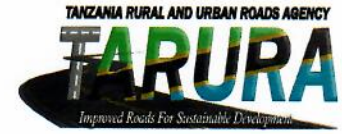




**THE UNITED REPUBLIC OF TANZANIA  
PRESIDENT'S OFFICE**

**TANZANIA RURAL AND URBAN ROADS  
AGENCY (TARURA)  
REGIONAL COORDINATOR - KIGOMA**



**P.O.BOX 140,  
KIGOMA**

**Ref. No: T/RCO/KGM/R.10/04/2**

**Date: 06/03/2018**

**JOB VACANCIES**

Tanzania Rural and Urban Roads Agency (TARURA) is an Executive Agency of the President's Office, Regional Administration and Local Government,(PO-RALG), established under section 3 (1) of 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; environmental and road reserve management of rural and urban roads network for the socio-economic development of Tanzania.

Kigoma Regional Coordinator on behalf of Chief Executive Officer intends to recruit self motivated, qualified and competent Tanzanians to fill the following **vacant posts on temporally contracts**.

**1.0. Position Title: PERSONAL SECRETARY III (8 POSTS)**

**Duty Stations:** Kigoma Municipal Council, Kigoma District Council, Kasulu Town Council, Kasulu District Council, Kibondo District Council, Uvinza District Council, Buhigwe District Council and Regional Coordinator's Office.

**Educational/Professional qualifications:-**

- i. A National Form Four Certificate;
- ii. Must have a Certificate in Secretarial Courses from a recognized Institution;
- iii. Proficient in Computer and Micro Office Suit;
- iv. Self motivation, able to work under pressure outside working hours with minimum supervision;
- v. Fluent in both Kiswahili and English;
- vi. Shorthand 80 w.p.m.

**Work Experience:** At least 1 year;

**Age Limit:** Not above 45 years of Age

**Duration:** Six Months

Regional Coordinator  
**TARURA**  
P. O. Box 140, KIGOMA

**Salary;** According to Tanzania Government Scale-TGS B

**Duties and Responsibilities:**

- i. To manage the Officer's diary;
- ii. To attend telephone calls;
- iii. To attend visitors;
- iv. To manage records movement;
- v. To write minutes during 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 POSTS)**

**Duty Station:** Kigoma District Council, Kasulu Town Council, Kasulu District Council, Kibondo District Council, Kakonko District Council, Uvinza District Council, Buhigwe District Council and Regional Coordinator's Office.

**Educational /Professional qualification:-**

- i. A national Form IV certificate.
- ii. A valid Class 'C' Driving licence issued by relevant authority.
- iii. A trade Test Grade III in Motor Vehicle Mechanics.
- iv. Fluent in both Kiswahili and English.

**Work experience:** At least 1 year.

**Age Limit:** Not above 45 years of Age.

**Duration:** 6 Months

**Salary:** According to Tanzania Government Scale – TGS B

**Duties and Responsibilities:-**

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

Regional Coordinator  
**TARURA**  
P. O. Box 140, KIGOMA

## MODE OF APPLICATION:

- All Interested applicants are invited to apply and submit their handwritten application letters to the under mentioned address not later than **20/03/2018**.
- Applicants must attach up to date complete Curriculum Vitae having reliable contacts,postal address,telephone number,names of three referees one of whom is a former employer.
- **Certified** copies of the following certificates;
  - Form four National Examination Certificate
  - Birth Certificate
  - Driving Licence ( for drivers application)
  - Professional Certificates.
- All Applicants must attach one recent passport size
- Form IV results slips are not acceptable.
- 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 Offices in Kigoma Region.

Applicants who have worked with public institutions 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.

Deadline for this submission is 20/03/2018 at 15:30 Hrs.

### **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 140,**

**KIGOMA.**



Eng. Africano L. Orotu

Regional Coordinator

**TARURA- KIGOMA.**

Regional Coordinator  
**TARURA**  
P. O. Box 140, KIGOMA