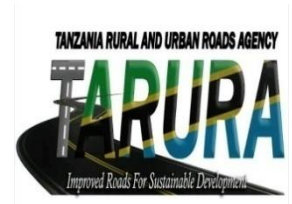




THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
TANZANIA RURAL AND URBAN ROADS
AGENCY (TARURA)



P.O.Box 685
TABORA

Date: 07/03/ 2018

Ref. No. TRR./ADM/11/02

Tanzania Rural and Urban Road Agency (TARURA) is an Executive Agency of the President's Office, Regional Administration 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; environmental and road reserve management of rural and urban road network for the socio-economic development of Tanzania.

The Chief Executive intends to recruit self motivated, qualified and competent Tanzanians to fill the following vacant post on temporally contracts.

1.0 Position Title: PERSONAL SECRETARY II (3 POST)

Duty Stations: TARURA Sikonge DC, TARURA Nzega TC, and TARURA Tabora MC,

Education/Professional qualifications:-

- i. A National Form IV Certificate;
- ii. Must have Certificate in Secretarial Course from a recognized Institution;
- iii. Proficient in 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
- vi.

Works Experience: At least 1 year;

Tel: Fax: Email: rco.tabora@tarura.go.tz web: www.tarura.go.tz

TARURA is an Executive Agency of the Ministry under President's Office Regional Administration and Local Government established under Executive Agency Act, CAP 245

Age Limit: Not above 45 years of Age;

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	(4 POST)
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Duty Station: TARURA Igunga DC, TARURA Sikonge DC, TARURA Nzega TC, and TARURA Tabora MC

Education/Professional qualifications:-

- i. A National Form IV Certificate;
- ii. A Valid Class "C" Driving license issued by relevant authority;
- iii. A Trade test Grade III in Motor Vehicles Mechanics;
- iv. Fluent in both Kiswahili and English

Age Limit: Not above 45 years of Age

Duties and Responsibilities;

- i. Drive Agency Motor vehicle;
- ii. Maintains the Vehicle logbook;
- iii. Undertake motor vehicle service;
- iv. Maintain safety and cleanliness of the motor vehicle;
- v. Drivers and collects mails and goods
- vi. Perform such other related duties as may be assigned by your supervisor

Tel: Fax: Email: rco.tabora@tarura.go.tz web: www.tarura.go.tz

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MODE OF APPLICATION;

All interested applicants are invited to apply and submit their handwritten application letters to the under mentioned address not later than 28th March,2018 With their complete CVs; copies of all certificates; birth Certificate; names of three referees one of whom a former employer; applicants contact telephone number and post 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 Offices in Tanzania Mainland.

Applicants 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.

Deadline for submission is 28 March, 2018 at 02:00 pm Hrs.

This is to insist that:

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

APPLICATION LETTER SHOULD BE POSTED TO THE FOLLOWING ADDRESS:

REGIONAL COORDINATOR,
TANZANIA RURAL AND URBAN ROADS (TARURA),
S.L.P 685,
TABORA.

Tel:

Fax:

Email: rco.tabora@tarura.go.tz

web: www.tarura.go.tz