

TANZANIA RURAL AND URBAN ROADS AGENCY



S.L.P 1443,
MTWARA.

VACANCIES

Ref. No. AB.21/288/01/54

Date: 09 March, 2018.

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 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 roads 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 posts on temporally contracts (Six Months).

1.0. Position Title: **PERSONAL SECRETARY III (5 POST)**

Duty Stations: Mtwara Municipal Council, Mtwara District Council, Nanyamba Town Council, Newala Town Council and Nanyumbu Town Council.

Educational/Professional qualifications:

- i. A National Form IV certificate;
- ii. Must have a Certificate in Secretarial Courses from a recognized Institution;
- iii. Proficient in Computer and Micro Office suite;
- iv. Short hand 80 words in English and Swahili language,
- v. Self motivation, able to work under pressure outside working hours with minimum supervision;
- vi. Fluent in both Kiswahili and English

Tel: 026-2322929 Fax:026-2322929 Email: rco.mtwara@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

Salary: According to Tanzanian Government Salary 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 document;
- vii. To perform such other related duties as may be assigned by the supervisor.

2.0. Position Title: DRIVER III (5 POST)

Duty Stations: Mtwara Municipal Council, Mtwara District Council, Nanyamba Town Council, Newala Town Council and Nanyumbu Town Council.

Educational/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 Vehicle Mechanics.
- iv. Fluent in both Kiswahili and English

Work Experience: At least 1 year;

Age Limit: Not above 45 years of Age

Salary: According to Tanzanian Government Salary Scale – TGS B

Duties and Responsibilities;

- 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. Delivers and collects mail and goods;
- vi. Perform such other related duties as may be assigned by your Supervisor.

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MODE OF APPLICATION:

- All Interested Tanzanian citizens are invited to apply and submit their handwritten application letters to the under-mentioned address not later than **22 March, 2018**.
- Applicants must attach up to date complete CVs that includes applicant contact telephone number and postal address and names of three referees one of whom a former employer;
- Applicants must attach copies of the following certificates:-
 - ✓ Form Four National Examination Certificates
 - ✓ Driving Licence (for drivers applicant)
 - ✓ Birth Certificate
 - ✓ Professional Certificates
- 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 Mtwara Region.
- 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 22 March, 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 1443
MTWARA.


REGIONAL COORDINATOR,
TARURA – MTWARA.
Regional Coordinator
TARURA

Tel: 026-2322929 Fax: 026-2322929 Email: info@tarura.go.tz Web: www.tarura.go.tz

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