



THE UNITED REPUBLIC OF TANZANIA  
PRESIDENT'S OFFICE

REGIONAL ADMINISTRATION AND LOCAL  
GOVERNMENT  
TANZANIA RURAL AND URBAN ROADS  
AGENCY (TARURA)



P.O. BOX 140,  
KIGOMA.

Ref. No. T/REC/KGM/R.10/04/19

Date: 11/10/2021

**JOB OPPORTUNITY**

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.

Kigoma Regional Coordinator on behalf of the Chief Executive Officer intends to recruit self-motivated, qualified and competent Tanzanians to fill the vacant post for a period of twelve (12) months.

**1.0. Position Title: CIVIL ENGINEER II (1 POST)**

**Duty Station: TARURA (Material Laboratory – Kigoma MC)**

**Educational/Professional qualifications:-**

- i. A National Form IV/ VI certificate
- ii. Holders of Bachelor Degree in Civil Engineering, Environment Engineering or equivalent qualifications from a recognized institution and has been registered with Engineers Registration Board (ERB) as a Professional Engineer.
- iii. The candidate must be Computer literate and use his/her expertise to produce specifications for design, process and apply materials effectively.
- iv. Fluent in both Kiswahili and English language.
- v. Must be a Tanzanian Citizen

**Work Experience:** Not less than 3 years in Material Laboratories.

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

**Salary:** According to TARURA salary scale.

Tel: 023 2334912 Fax: Email: [rco.kigoma@tarura.go.tz](mailto:rco.kigoma@tarura.go.tz) Web: [www.tarura.go.tz](http://www.tarura.go.tz)

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**Duties and Responsibilities;**

- i. To assist in preparation of tender documents for procurement of Works contractors.
- ii. To undertake road inventory, condition and traffic count survey;
- iii. To supervise contractor at site and force account operations;
- iv. To attend regular site meetings and prepare minutes:
- v. To Manage quality control of maintenance of roads, bridge and construction materials,
- vi. To prepare TARURA road and bridge maintenance plans and budgets;
- vii. To assess emergency works recommend appropriate intervention and cost;
- viii. To perform such other related duties as may be assigned by supervisor.

**2.0. Position Title: CIVIL TECHNICIAN II (2 POSTS)****Duty Station: TARURA (Material Laboratory – Kigoma MC)****Educational/Professional qualifications:-**

- i. A National Form IV/ VI certificate
- ii. Holders of a Diploma in Civil technician or related qualifications from recognized institution or Full Technician Certificate (FTC) in respective fields.
- iii. The candidate must be Computer literate and use his/her expertise to produce specifications for design, process and apply materials effectively.
- iv. Fluent in both Kiswahili and English language.
- v. Must be a Tanzanian Citizen

**Work Experience:** Not less than 3 years in Material Laboratories.**Age Limit:** Not above 45 years of Age.**Salary:** According to TARURA salary scale.**Duties and Responsibilities;**

- i. To inspect and report on roads and bridge maintenance works;
- ii. To participate in carrying out civil works involving roads construction, maintenance and upgrading as directed by Junior Staff;
- iii. To perform minor maintenance and repair of machines as directed by Junior Staff;
- iv. To keep records of repair works undertaken for every machine, equipment and civil works;
- v. To supervise road and bridge maintenance works;
- vi. To undertake road inventory and condition survey;
- vii. To carry out in situ testing;

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- viii. To undertake laboratory tests and monitor tests results and trends;
- ix. To prepare invoices for materials testing;
- x. To undertake laboratory apparatus and equipment calibration;
- xi. To prepare site reports;
- xii. To perform any other related duties as may be assigned by the Supervisor.

**MODE OF APPLICATION:**

All interested applicants are invited to apply and submit their handwritten application letters to Regional Coordinator, Tanzania Rural and Urban Roads Agency, P. O. BOX 140, KIGOMA or through email [rco.kigoma@tarura.go.tz](mailto:rco.kigoma@tarura.go.tz) not later than **29/10/2021** with their complete CVs; copies of all certificates; birth certificate; names of three referees one of whom a former employer; applicant's contact telephone number and postal address. Applicants are reminded to quote the correct reference number of the advert in their application letter.

Only the shortlisted candidates will be contacted.

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 submission is **29/10/2021 at 16.00 Hrs.**

**This is to insist that:**

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



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

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