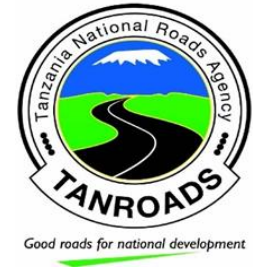




THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS
TANZANIA NATIONAL ROADS AGENCY
IRINGA



10TH JULY, 2025

JOB OPPORTUNITIES

The Tanzania National Roads Agency (TANROADS) was established on 1st July, 2000 by an order published in the Government Gazette, Notice No. 293 of 2000 as amended by GN. 350 of 2009 under Section 3(1) of the Executive Agencies Act No. 30 of 1997. The Agency is responsible for maintenance and development of the Trunk and Regional Road Network, and construction of Airports in Tanzania Mainland.

Its primary functions include the Management, Maintenance and Development of Works, Operations of the Network and Axle Load Control, Implementations of Road Safety and Environmental Measures, Provision of Advice on the Strategic Framework, Policies and Plans for the road sector. The Agency has also been charged with responsibility of constructing Airports.

The Regional Manager TANROADS Iringa on behalf of the Chief Executive TANROADS is looking for qualified and competent Tanzanians to fill vacant posts available for **Construction of Iringa Municipal Bypass to Bitumen Standard (7.3 Km) Contract No. TR36/005/2023/2024/W/58.**

TANROADS therefore intends to recruit qualified and competent staff to fill vacancy posts on specified contract for the aforementioned projects in the following fields.

1. POSITION TITLE: SENIOR ENGINEER (MATERIALS) – (1 POST)

A. Required Qualification and Experience:

- i. Must be a Tanzanian Citizen who is a holder of Bachelor Degree in one of the following fields: Civil Engineering, Highway Engineering, Transportation Engineering, Structural Engineering or equivalent qualifications from recognized Institutions.
- ii. Must have working experience of at least seven (7) years in related field.
- iii. Age limit: Not above 45 years of age; and
- iv. Must be registered by ERB as Professional Engineer.

B. Duties and Responsibilities:

- i. Complete supervision of the laboratory and experiments, to strictly apply the specifications;
 - ii. Ensure the implementation of the QA/QC procedures in the project. The entire Quality Check list is to be effectively implemented;
 - iii. Inspecting, testing and approving all materials and completed works to ensure compliance with technical specification requirements;
 - iv. Ensure the proper, regular and approved calibrations are taking place and on time for all testing equipment in the Laboratories;
 - v. Oversee that all approved material samples inside the samples room on site are organized, properly stored and labeled;
 - vi. Prepare daily reports regarding the work, approved samples and the supplied materials, and check inventories besides keeping records for all materials activities in the project;
 - vii. To advise the Resident Engineer regarding the applications of materials used on site in addition to the quality control; and
 - viii. Review test results by Contractor and their respective pavement and materials reports and advise on the way-forward.
-

2. POSITION TITLE: WORKS INSPECTOR – ROAD WORKS (1 POST)

A. Required Qualification and Experience:

- i. Must have a bachelor Degree in Civil Engineering or Equivalent from any Recognized Higher learning institution;
- ii. Age limit: Not above 45 years of age;
- iii. Must be registered as a Graduate/Professional Engineer with ERB;
- iv. Must have at least Three (3) years of specific experience related to Road Design and Construction; and
- v. Must have served as a Works Inspector or an equivalent capacity on at least Three (3) years in Road Construction Projects of similar Magnitude and complexity;

B. Duties and Responsibilities:

- i. To inspect Contractors operations on road/ earthworks;
- ii. To Keep daily record, day works records, and factual records of the ongoing activities at the site (related to earthworks);
- iii. To measure, agree and countersign part of the in-situ work completed;
- iv. To issue instructions for corrective action;
- v. Receive requests for approval;
- vi. Prior acceptance or rejection of requests for approval (related to covering up works); and
- vii. To report to Highway Engineer.

3. POSITION TITLE: SENIOR TOPOGRAPHICAL SURVEYOR (1 POST)

A. Required Qualification and Experience:

- i. The topographical Surveyor shall be a holder of Advance Diploma in land surveying;
-

- ii. Must be registered as a Land Surveyor;
- iii. Must have at least six (6) years of specific experience in road design and construction related to land surveying activities;
- iv. Must have served as a Topographical Surveyor on at least Two (2) projects of similar magnitudes and complexity within the last 6 years;
- v. Must have a working experience of at least 3 years in Sub-Sahara African Countries;
- vi. Age limit: Not above 45 years of age; and

B. Duties and Responsibilities:

- i. Prepare and maintain sketches, maps and reports of works performed;
 - ii. Review survey data for accuracy, including measurements and calculations conducted at surveys sites;
 - iii. Direct or conduct surveys in order to establish legal boundaries for properties;
 - iv. Record the results of surveys, including the shape, contour, location, elevation and dimensions of land or land features;
 - v. Search legal records, survey records, and land titles in order to obtain information about properties boundaries in areas to be surveyed;
 - vi. Coordinate findings with engineers, clients, and other stakeholders concerned with projects;
 - vii. Adjust surveying instrument in order to maintain their accuracy;
 - viii. Establish fixed points for use in making maps, using geodetic and engineering instruments;
 - ix. Determine coordinates of important features and boundaries in survey areas;
 - x. Develop criteria for survey methods and procedures;
 - xi. Determine specifications for photographic equipment to be used for aerial photography; and
 - xii. Perform such other related duties as may be assigned by supervisor.
-

4. POSITION TITTLE: CAD TECHNICIAN (1 POST)

A. Required Qualification and Experience:

- i. Must be a Tanzanian Citizen who is a holder of Diploma in Civil Engineering, Highway Engineering or equivalent from a recognized Institutions;
- ii. Must have working experience of at least five (3) years in related field.
- iii. He/she must have Certificate in CAD training; and
- iv. Age limit: Not above 45 years of age.

B. Duties and Responsibility:

- i. Liaise with Highway Engineer for sketches or drawings improvements on road/bridge design.
- ii. To prepare drawings and sketches in collaboration with other staff related to road or bridge design.
- iii. Meeting with highway or Bridge engineer, to review the designed drawings.
- iv. Inputting the design specifications into the CAD software.
- v. Creating surface CAD models according to TANROADS Agency specifications
- vi. Working with a design team on CAD road projects.
- vii. Reviewing CAD road projects models with the design team and making minor adjustments.
- viii. Present design drafts of the drawings to the design team members for assessment.
- ix. Maintain records of all versions created during the design process.
- x. Perform such other related duties as may be assigned by supervisor.

5. POSITION TITLE: OFFICE SECRETARY (1 POST)

A. Required Qualification and Experience;

- i. Must have a certificate in secretarial services or equivalent from any recognized learning Institution/Colleges;
-

- ii. Must have a National Form IV/VI Certificates;
- iii. Must have at least Three (3) years cumulative experience of related to clerical/secretarial works; and
- iv. Age limit: Not above 45 years of age.

B. Key Duties and Responsibilities;

To manage the Officer's diary;

To attend telephone calls;

To attend visitors;

To manage records movements;

To write minutes during meetings;

To type documents; and

To perform such other duties as may be assigned by the supervisor.

GENERAL CONDITIONS

- (a) Applicants must attach an up-to-date Curriculum Vitae (CV) having a reliable contact, postal address/post code, e-mail and telephone numbers;
 - (b) Applicants should apply based on the information given in this advertisement;
 - (c) Applicant must attach their Certified copies of the following certificates;
 - i. Degree/Advanced Diploma/ Diploma Transcripts;
 - ii. Form IV and Form VI National Examinations Certificates;
 - iii. Profession Registration and Training Certificate from respective Registration or Regulatory Bodies, (Where applicable); and
 - iv. Birth Certificate.
 - (d) Submission of the following document is strictly not acceptable; -
 - i. Form IV and Form VI Result slips; and
 - ii. Testimonies and all partial Transcripts;
 - (e) Applications should indicate three relevant referees with their reliable contacts;
 - (f) Certificates from foreign examination bodies for Ordinary, Advanced level or Universities/colleges should be authenticated by the National Respective organs (NECTA, NACTE or TCU);
-

- (g) A signed Application letter in English;
- (h) Anyone with known underperformance history with TANROADS will not be considered;
- (i) Deadline for application is **21st July, 2025 at 16:00 Local Hours**;
- (j) Only short-listed candidates will be informed for interview. Those applicants who will not be contacted for interview should consider themselves unsuccessful; and
- (k) Presentation of forged certificates and other information will render to necessary legal action; and
- (l) Contract Duration is (Twelve) 12 Months.

Applications should be submitted to: -

**The Regional Manager,
TANROADS,
P. O Box 23,
IRINGA.**
