



**THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE REGIONAL ADMINISTRATION
AND LOCAL GOVERNMENT**



**TANZANIA RURAL AND URBAN ROADS AGENCY
(TARURA)**

**P.O. BOX 1423
DODOMA.**

Date 11/04/2018

Ref. No AC.38/171/02/709

JOB ADVERT

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 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 TARURA Regional Coordinator Dodoma intends to recruit self-motivated, qualified and competent Tanzania's to fill the following vacant posts on temporally contracts basis (six months).

1.0 Position Title: PERSONAL SECRETARY III (4 POSTS)

Duty Stations: TARURA Dodoma Regional Office, Chamwino DC, Chemba DC, and Kondoa TC.

Education / 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;

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iv. Shorthand speed 80WPM;

v. Self-motivation, able to work under pressure outside working hours with minimum supervision;

vi. Fluent in both Kiswahili and English.

Work Experience: At least 1 year

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.

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2.0 Position Title: DRIVER II (5 POSTS)

Duty Stations: TARURA Dodoma Regional Coordinator, Kondo Town Council, Kondo District Council, Kongwa District and Mpwapwa District.

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.

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 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 applicants are invited to apply and submit their handwritten application letters to the under mentioned address **not later than 18th April, 2018,**
- Applicants must attach up to date complete Curriculum Vitae (CV) having reliable contacts: Postal address, Telephone numbers, names of three referees one of whom a former employer,
- Certified copies of the following certificates:
 - o Form Four National Examination Certificates,
 - o Birth Certificate;
 - o Driving Licenses Class C (for Driver's Application);
 - o Professional certificates.
- All applicant must attach One recent Passport size,
- Form IV result 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 Dodoma 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 submission is **18th April, 2018 at 15:00 (3:00 pm) Hours.**

APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS:-

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**REGIONAL COORDINATOR
TANZANIA RURAL AND URBAN ROADS AGENCY
P.O BOX 1423,
DODOMA.**

A handwritten signature in blue ink, appearing to read 'Mkwata M.M.', is centered on the page.

Eng. Mkwata M.M
**REGIONAL COORDINATOR
DODOMA.**

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