



1. POSITIONS: PERSONAL SECRETARIES

"NEW" →

 JAMHURI YA MUUNGANO WA TANZANIA
OFISI YA RAIS


S.L.P 30458,
KIBAHA

WAKALA WA BARABARA ZA VIJJINI NA
MIJINI-TANZANIA (TARURA)

Ref.No.TRR/CR/AD.20/01/20 31/01/2022

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.

1.0 Position Title: PERSONAL SECRETARY III (6 POST)

Duty stations: Mafia District, Rufiji District, Kibaha District, Bagamoyo District, Chalinze District.

Educational/Professional qualifications:

- i. A National Form IV certificate,
- ii. Must have a Certificate in Secretarial course from a recognised institution,
- iii. Self -motivation, able to work under pressure outside working hours with minimum supervision,
- iv. Fluent in both Kiswahili and English

Work Experience: At least 1 year
Not Limit: Not above 45 years of Age.

Duties and Responsibilities;

- i. To type letters and official documents;
- ii. To attend telephone calls;
- iii. To record and maintain Office diary;
- iv. To attend visitors and guide them accordingly;
- v. To keep records of major events, appointment, Visitors and work programs;
- vi. To receive and record incoming files and distribute them to appropriate scheduled Officers;
- vii. To perform any other related duties as may be assigned by supervisors.

Simu: 023 2402558 Nukushi: Barua pepe: rm.pwani@tarura.go.tz Tovuti: www.tarura.go.tz

TARURA ni Wakala uliopo chini ya Ofisi ya Rais, Tawala za Mikoa na Serikali za Mtaa (TAMISEMI) ulioanzishwa chini ya Sheria za Uanzishwaji wa Wakala "Executive Agency Act, CAP 245"

"NEW"

2. POSITIONS: DRIVERS

- iii. A Valid Class 'C' Driving license issued by relevant authority
- iv. A Trade Test grade III in Motor Vehicle Mechanics
- v. Fluent in both Kiswahili and English
- v. Must have VIP training for.

Work Experience: At least 1 year;
Not limit: Not above 45 years of Age.

Duties and Responsibilities;

- i. To drive motor vehicle in accordance to road traffic rules and regulations;
- ii. To inspect motor vehicles before and after any route/journey in order to identify required maintenances or rehabilitation;
- iii. To ensure that a motor vehicle and its equipments (Jack, spanner, space tyre etc) are available and are in good condition;
- iv. To carry out minor/routine maintenances of vehicles;
- v. To ensure that motor vehicles doors and windows are properly locked and safe all the time;
- vi. To ensure cleanness of motor at all time;
- vii. To record and maintain records pertaining to any journey in the logbook;
- viii. To assist in collecting and dispatching mails;
- ix. To report any accident immediately to supervisor or Traffic police;
- x. To perform any other related duties as may be assigned by supervisor;

All interested applicants are invited to apply their handwritten application letters to the under mentioned address not later than 13rd February, 2022 with their complete CVs, copies of all certificates, birth certificates, names of three referees one of whom a former employer, applicants contact telephone number of the advert in their application letter. Only shortlisted candidates will be contacted.

Successful applicants must be ready to work in any TARURA Council offices in Coastal Regional.

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 the legal measures.

Deadline for submission is 13rd February, 2022 at 3.30pm

This is to insist that:

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"Tarura is an equal opportunity employer, but women are highly encouraged to apply"

APPLICANT LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS. *


Regional Coordinator
TARURA
P. O. Box 30458, PWANI
REGIONAL MANAGER,
TANZANIA RURAL AND URBAN ROADS AGENCY
P. O. BOX 30458
KIBAHA-COAST