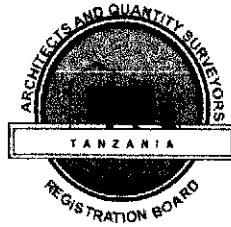


# ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD (AQRB)



## ONE YEAR CONTRACT EMPLOYMENT OPPORTUNITIES

The President's Office Public Service Management and Good Governance through letter with Ref. No. FA. 97/228/02"A"/183 dated 12<sup>th</sup> December, 2024 authorised the Architects and Quantity Surveyors Registration Board (AQRB) to employ on a One Year contract bases to fill vacant positions.

The Architects and Quantity Surveyors Registration Board (AQRB) is now inviting dynamic, proactive, experienced and suitable qualified Tanzanians to fill fifteen (15) vacant posts mentioned below.

### 1.0 ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD (AQRB)

The Architects and Quantity Surveyors Registration Board was established by the Architects and Quantity Surveyors (Registration) Act No. 16 of 1997, which was replaced by Act No.4 of 2010; among its activities is to register and regulate conduct of Architects, Quantity Surveyors, Interior Designers, Landscape Architects, Conservation Architects, Naval Architects, Furniture Architects, Building Surveyors and Construction Managers.

#### 1.1 ICT OFFICERS II (1 Post)

#### 1.2 QUALIFICATIONS

Holder of Degree in one of the following fields; Computer Science, Information Technology and information and communication Technology, Management Information Systems, Computer Engineering or equivalent qualifications from recognized institutions.

### DUTIES AND RESPONSIBILITIES

- I. To develop back-end and front -end connectivity;
- II. Ensure software patches are implemented timely;
- III. Install, configure and update anti-virus software;
- IV. To assist in setting up and maintains servers, workstations and peripherals;
- V. To carry out system back-up and periodically tests recovery procedures;
- VI. To performance network troubleshooting and repair;

## **REMUNARATION - (AQRB 4.1)**

### **PLANNING OFFICER II (1 Post)**

#### **QUALIFICATIONS**

Holder of a Bachelor Degree in one of the following fields; Economics, Agricultural Economics and agribusiness, Statistics, project planning and management, Economics Planning, Planning and Investment or equivalent qualification from recognized institutions.

#### **DUTIES AND RESPONSIBILITIES**

- I. To compile budget estimates of AQRB
- II. To prepare committee contributions to the budget
- III. To compile the projects, work plan and monitor implementation
- IV. TO prepare Quarterly report
- V. Performs any other duties assigned.

## **REMUNARATION - (AQRB 4.1)**

### **STATISTIAN OFFICER II (1 Post)**

#### **QUALIFICATIONS**

Holder of Bachelor Degree in one of the following fields; Statistics, Mathematics, or equivalent qualifications from recognized Institutions.

#### **DUTIES AND RESPONSIBILITIES**

- I. To periodically identify and collect data needed by Board, for managerial decision making;
- II. To analyze trends in customer flow and suggest user satisfaction methods;
- III. To prepare business statistical reports/performance reports on a monthly basis;
- IV. To prepare statistical bulletin; and
- V. To perform any other official duties as may be assigned by supervisor.

## **REMUNARATION - (AQRB 4.1)**

### **RECORDS MANAGEMENT ASSISTANT II (4 Posts)**

#### **QUALIFICATIONS**

Holder of Diploma in one of the following areas; Records Management, Archives Management, Records and Archives Management, Archive and Documentation, Records and Information Management or related qualifications from any recognized Institutions.

## **DUTIES AND RESPONSIBILITIES**

- I. To assist in preparing file Index/Register
- II. To maintain records/documents in the Registry
- III. To file, dispatch and cross check correspondences
- IV. To maintain diary and records for files movements
- V. To receive previews, record and facilitate filling and distribute
- VI. To receive and register incoming/outgoing mails
- VII. To perform any other related duties as may be assigned by Supervisor.

## **REMUNARATION - (AQRB 3.1)**

### **DRIVERS II (8 Post)**

#### **QUALIFICATIONS**

Holder of form IV certificate of Secondary Education with two credit passes plus a basic Driving Course Certificate from VETA or NIT or other recognized Institutions. Must have a valid Driving License in class E or C with at least one (1) year driving experience without causing an accident.

## **DUTIES AND RESPONSIBILITIES**

- I. To drive institute vehicles
- II. To maintain log books
- III. To ensure safe-keeping of the vehicle and its tools
- IV. To maintain cleanliness of the vehicle and tools
- V. To perform messenger duties such as dispatching documents/letters and collecting mail
- VI. To check validity of insurance, motor vehicle license and report the same to the Transport Officer for necessary action

## **REMUNARATION - (AQRB 2.1)**

### **GENERAL CONDITIONS**

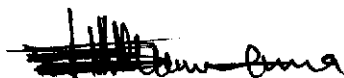
- I. All applicants must be Citizens of Tanzania with an age not above 45 years.
- II. Applicant must attach an up-to-date Curriculum Vitae (CV) having reliable contracts; postal address/post code, e-mail and telephone numbers.
- III. Attach copies of the following certificates
  - Form IV

• Form VI Certificate

- IV. Applicants should indicate three reputable referees with their reliable contracts
- V. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA)
- VI. Professional certificates from foreign Universities and other training institutions should be verified by the Tanzania Commission for Universities (TCU) and the National Council for Technical Education (NACTE)
- VII. Deadline for applications is 14 Days after the date of announcement.
- VIII. A signed application letter should be written in Swahili or English and addressed to: -  
**Registrar, Architects and Quantity Surveyors Registration Board,  
9 AQRB Street, P. O. Box 2377, 41101 Tambukareli, DODOMA - TANZANIA.**
- IX. **All Applicants should be ready to be placed at our different offices located in our zones (i.e.) Mbeya, Arusha, Mwanza, Dar es Salaam and Dodoma.**
- X. Only shortlisted candidates will be informed on a date for interviews and;
- XI. Presentation of forged certificates and other information will necessitate legal action.

*NOTE: All application may be sent through Email: [info@aqrb.go.tz](mailto:info@aqrb.go.tz)*

Released by:



**REGISTRAR**

**ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD (AQRB)**

*08/2/2025*