

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/168

21st May, 2025

VACANCY ANNOUNCEMENT

On behalf of Rural and Urban Roads Agency (TARURA) and Ministry of Foreign Affairs and East African Cooperation (MFAEAC), The College of Business Education (CBE), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill one hundred twenty-four (**120**) vacant posts as mentioned below;

1.0 TANZANIA RURAL AND URBAN ROADS AGENCY (TARURA)

Tanzania Rural and Urban Roads Agency (TARURA) is an Executive Agency of the Ministry of Regional Administration and Local Government, President's Office (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.

1.1 ENGINEER (CIVIL) - 50 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To prepare cost effective designs of Urban or Village roads infrastructure.
- ii. To keep road construction design records for the TARURA Agency.
- iii. To develop an economical construction approach to be used during the road's construction stage.
- iv. To carry out engineering traffic and economic studies for the maintenance and improvement of the road network;
- v. To establish, maintain and update road management systems;
- vi. To undertake procurement and management of contracts for design, maintenance, emergency repairs, spot improvements, rehabilitation, upgrading and construction of roads;
- vii. To establish and operate weigh bridges and enforce axle load control in the rural and urban roads network;
- viii. To undertake research relating to development and maintenance of roads activities;
- ix. To designs Urban or Village roads projects and ensure that roads constructed are safe and adequate;
- x. To assist in preparation of tender documents for procurement of Works contractors.
- xi. To undertake road inventory, condition and traffic count survey;
- xii. To supervise contractor at site and force account operations;
- xiii. To attend regular site meetings and prepare minutes;
- xiv. To manage quality control of maintenance of roads, bridge and construction materials,
- xv. To prepare TARURA road and bridge maintenance plans and budgets;
- xvi. To manage road reserve areas and car park spaces,
- xvii. To assess abnormal road maintenance needs at problem locations and advice accordingly;
- xviii. To assist in the development and monitoring of the Agency's quality assurance procedures as they affect road maintenance;
- xix. To perform such other related duties as may be assigned by Supervisor

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holders of Bachelors in Civil Engineering. Must be registered with Engineers Registration Board (ERB) as a Graduate Engineer. The candidate must be Computer literate.

1.1.3 SALARY SCALE: TRUSS 6

1.2 TECHNICIAN (CIVIL) - 57 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To participate in maintenance and repair of machines, equipment, roads construction, maintenance and upgrading as directed by Profession Engineer,
- ii. To inspect and reports on roads and bridge maintenance works;
- iii. To train machines operators/motor vehicle drivers on mechanical issues to be aware of,
- iv. To inspect and reports on roads and bridge maintenance works;
- v. To supervise road and bridge maintenance works;
- vi. To measure and certify works for payment;
- vii. To undertake road inventory and condition survey;
- viii. To carry out in situ testing;
- ix. To undertake laboratory tests and monitor tests results and trends;
- x. To maintain laboratory apparatus and equipment;
- xi. To prepare invoices for materials testing;
- xii. To prepare site report;
- xiii. To document details or maintenance and repair works undertaken for every machine, equipment and roads construction or upgrading,
- xiv. To conduct inspections of TARURA buildings, machines, equipment and motor vehicles and provide report to supervisor for further actions,
- xv. To perform any other related duties as may be assigned by the Supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Diploma in Civil or Full Technician Certificate (FTC) in respective fields. The candidate must be computer literate.

1.2.3 SALARY SCALE: TRSS 5

2.0 THE MINISTRY OF FOREIGN AFFAIRS AND EAST AFRICAN COOPERATION

The Ministry of Foreign Affairs and East African Cooperation (MFAEAC) was established by the Presidential Notice on Assignments of Ministerial Functions (Instruments) Government Notice No. 534 of 2nd July, 2021. In that Instrument, the Ministry is mandated to formulate and monitor implementation of Policies on Foreign Affairs, International Cooperation and East African Cooperation. The Ministry is also responsible for Management of Bilateral and Multilateral Cooperation; Coordination of International Treaties, Conventions and Agreements; Coordination and Promotion of International Trade; Diplomatic Privileges and Immunities; Protocol and Credentials; Consular Services; International and Regional Co-operations including SADC; Common Wealth and African Union; Economic Diplomacy and Diaspora Affairs; East African Cooperation Affairs; Performance Improvement and Development of Human Resources; and Extra Ministerial Departments, Parastatal Organizations; Agencies; Programmes and Projects under this Ministry.

2.1 FOREIGN SERVICE OFFICER - 08 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To prepare meeting agenda, minutes and records of discussions and provide reports on International related issues;
- ii. To participate in several meetings and conferences held within and outside the country, bilateral and multilateral engagements and prepare reports accordingly;
- iii. To prepare brief and taking notes to be used by the National leaders and Ministry high Officials in several occasions such as bilateral meetings, multilateral forums, interviews etc;
- iv. To make follow up on International related issues, analyze and advice accordingly;
- v. To conduct extensive research on social, political and economic issues and provide recommendations;
- vi. To keep records on several events with regards to diplomacy and global events; and
- vii. To perform any duties assigned by Superior.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: International Relations, Economics, International Economics, Business Administration, Business Management, Law, International Law, Public Policy, Political Science, International Business or equivalent qualifications from a recognized institution.

2.1.3 SALARY SCALE: TGS D

3.0 COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education was established by the Act of Parliament No. 31 of 1965. It is an autonomous institution wholly owned by the Government with full accreditation of the National Council of Technical Education (NACTE). The Mission and Vision, are to provide demand-driven and competence-based business education and to offer quality public services through applied researches and consultancies.

3.1 ASSISTANT LECTURER (ICT SECURITY) 1 POST

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare teaching/learning material;
- iii. To conducts research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision
- v. To perform any other relevant duties as assigned by supervisor

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master of Science and bachelor degree in Information Technology, ICT Security, Cybersecurity, or Computer Science from recognized institution. The candidate should possess a GPA of at least 4.0 or an average of B+ in Master's Degree and a minimum GPA of 3.8 points in Bachelor Degree. Masters' degree should be related to Bachelor degree

3.1.3 SALARY SCALE: PHTS 2.1

3.2 ASSISTANT LECTURER (TOURISM AND EVENTS MANAGEMENT) 1 POST

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare teaching/learning material;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision
- v. To perform any other relevant duties as assigned by supervisor

3.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Masters of science and bachelor degree in Tourism or Marketing Management from the recognized institution. The candidate should possess a GPA of at least 4.0 or an average of B+ in Master's Degree and a minimum GPA of 3.8 points in Bachelor Degree. Masters' degree should be related to Bachelor degree.

3.2.3 SALARY SCALE: PHTS 2.1

3.3 ASSISTANT LECTURER (ACCOUNTANCY) 1 POST

3.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare teaching/learning material;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision
- v. To perform any other relevant duties as assigned by supervisor

3.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Masters Degree and bachelor degree in Accounting or Accounting and Finance from the recognized institution. The candidate should possess a GPA of at least 4.0 or an average of B+ in Master's Degree and a minimum GPA of 3.8 points in Bachelor Degree. Master's degree should be related to Bachelor degree.

3.3.3 SALARY SCALE: PHTS 2.1

3.4 TUTORIAL ASSISTANT (COMMUNICATION SKILLS) 1 POST

3.4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6;
- ii. To assist in conducting tutorial and practical exercise for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision
- vi. To perform any other related duties as assigned by supervisor.

3.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor of Arts in Linguistics; Bachelor of Arts with Education in Linguistics or equivalent qualification from recognized institutions. The applicant should have a GPA of not less than 3.8

3.4.3 SALARY SCALE: PHTS 1.1

3.5 TUTORIAL ASSISTANT (BUSINESS ADMINISTRATION) 1 POST

3.5.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6;
- ii. To assist in conducting tutorial and practical exercise for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor.

3.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor of Business Administration or equivalent qualification from recognized institutions. The applicant should have a GPA of not less than 3.8

3.5.3 SALARY SCALE: PHTS .1.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except for those who are in the Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates: -
 - **Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;**
 - **Postgraduate/Degree/Advanced Diploma/Diploma transcripts;**
 - **Form IV and Form VI National Examination Certificates;**
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - **Birth certificate;**
- vi. Attaching copies of the following certificates is strictly not accepted: -
 - **Form IV and form VI results slips;**
 - **Testimonials and all Partial transcripts;**
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examination Council of Tanzania (NECTA);
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);

- xii. A signed application letter should be written either in Swahili or English and addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.
- xiii. Deadline for application is **31st May, 2025**;
- xiv. Only shortlisted candidates will be informed on the date of interview and;
- vii. Presentation of forged certificates and other information will necessitate legal action.

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz> /and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

