



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



TANZANIA RURAL AND URBAN ROADS  
AGENCY (TARURA)

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TARURA HEADQUARTER OFFICE – DODOMA

## JOB OPPORTUNITY

Ref. No. AB. 11/288/01/203

Date: 23/07/2021

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 for a period of ten (10) months.

### 1.0. Position Title: ENGINEER II (47 POSTS)

**Duty stations:** Monduli DC, Bukombe DC, Geita TC, Mafinga TC, Iringa DC, Kilolo DC, Mufindi DC, Muleba DC, Bukoba DC, Karagwe DC, Mpimbwe DC, Kigoma DC, Buhigwe DC, Kasulu TC, Kilimanjaro Region, Lindi Region, Ruangwa DC, Kilwa DC, Rorya DC, Bunda TC, Babati TC, Tarime TC, Mbeya DC, Rungwe DC, Morogoro DC, Ulanga DC, Mtwara MC, Masasi TC, Meatu DC, Singida MC, Iramba DC, Itigi DC, Ikungi DC, Mkalama DC, Tunduma TC, Mbozi DC, Ludewa DC, Njombe TC, Wanging'ombe DC, Kibaha DC, Kalambo DC, Songea MC, Songea DC, Mbinga TC, Kahama MC, Tabora Region and Handeni TC.

### Educational/Professional qualifications:-

- i. A National Form IV/VI certificate
- ii. Holders of Bachelors in Civil Engineering, Environment Engineering or equivalent qualifications from a recognized institution and has been registered with Engineers Registration Board (ERB) as a Professional Engineer. The candidate must be Computer literate.
- iii. Fluent in both Kiswahili and English.
- iv. Must be a Tanzanian Citizen

Tel: 026-2322929 Fax: 026-2322929 Email: [ceo@tarura.go.tz](mailto:ceo@tarura.go.tz) Web: [www.tarura.go.tz](http://www.tarura.go.tz)

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**Work Experience:** Not less than 3 years in Roads development and maintenance Projects

**Age Limit:** Not above 45 years of Age.

**Salary:** According to TARURA Salary Scale.

**Duties and Responsibilities;**

- i. To assist in preparation of tender documents for procurement of Works contractors.
- ii. To undertake road inventory, condition and traffic count survey;
- iii. To supervise contractor at site and force account operations;
- iv. To attend regular site meetings and prepare minutes;
- v. To Manage quality control of maintenance of roads, bridge and construction materials,
- vi. To prepare TARURA road and bridge maintenance plans and budgets;
- vii. To assess emergency works recommend appropriate intervention and cost;
- viii. To perform such other related duties as may be assigned by Supervisor.

**2.0 Position Title: PROCUREMENT AND SUPPLIES OFFICER II (26 POSTS)**

**Duty stations:** Geita, Kagera, Katavi, Kigoma, Kilimanjaro, Manyara, Mara, Mtwara, Mwanza, Rukwa, Ruvuma, Songwe and Tabora.

**Educational/Professional qualifications:-**

- i. A National Form IV/VI certificate
- ii. Holders of Bachelors or Advanced Diploma in Procurement and Supplies, Materials Management, Logistics Management, Business Administration (majoring in Procurement and Supplies) or equivalent qualifications from a recognized institution and has been registered with Procurement and Supplies Professionals and Technicians Board (PSPTB). The candidate must be Computer literate.
- iii. Fluent in both Kiswahili and English.
- iv. Must be a Tanzanian Citizen

**Work Experience:** Not less than 3 years in Procurement and Supplies activities.

**Age Limit:** Not above 45 years of Age.

**Salary:** According to TARURA Salary Scale.

**Duties and Responsibilities;**

- i. To collect quotations from different suppliers/producers;
- ii. To prepare purchase orders;

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- iii. To process requisitions and replenishment requisitions;
- iv. To purchase and receive goods from suppliers;
- v. To prepare statistical analysis of purchases;
- vi. To prepare consolidated procurement performance report for TARURA;
- vii. To prepare all monthly and yearly financial reports such as physical stores reports;
- viii. To perform any other related duties as may be assigned by the supervisor.

#### **MODE OF APPLICATION:**

All interested applicants are invited to apply and submit their handwritten application letters to Chief Executive, Tanzania Rural and Urban Roads Agency, P. O. BOX 11042, Government City – MTUMBA, DODOMA or through email [applications.ceo@tarura.go.tz](mailto:applications.ceo@tarura.go.tz), not later than **13/08/2021** with their complete CVs; copies of all certificates; birth certificate; names of three referees one of whom a former employer; applicants contact telephone number and postal address. **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 Offices in Tanzania Mainland.

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 **13/08/2021** at **16.00 Hrs.**

**This is to insist that:**

TARURA is an equal opportunity employer; Women are highly encouraged to apply.

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