

# UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/277

02<sup>nd</sup> September, 2020

### VACANCIES ANNOUNCEMENT

On behalf of **Tanzania Railways Corporation (TRC)**; Public Service Recruitment Secretariat (PSRS) invites dynamic and suitably qualified Tanzanians to fill (**143**) vacant posts mentioned below.

#### 1.0 Tanzania Railways Corporation (TRC)

Tanzania Railways Corporation (TRC) was established under the Railway Act No. 10 of 2017 by merging the functions of Tanzania Railways Limited (TRL) and Reli Assets Holding Company Limited (RAHCO). The main objectives of TRC is to provide rail transport services and to develop, promote and manage rail infrastructure.

#### 1.1 CIVIL ENGINEER II - 2 POSTS

##### 1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in planning for infrastructure construction and maintenance of the track, bridges and other civil works or any other fixed assets;
- ii. To conduct both planned and ad hock track and bridges inspections along the network;
- iii. To participate in investigation and proceedings in case of any accident on the track;
- iv. To supervise project in construction or rehabilitation of track, bridges and civil works;
- v. To prepare reports, plans and designs for projects;
- vi. To prepare project quantity and cost estimates; and

- vii. To perform any other related duties as may be assigned by supervisor.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Civil Engineering or equivalent from recognized institution and has been registered by Engineers Registration Board as Graduate Engineer.

### **1.1.3. SALARY SCALE: TRCS 06**

## **1.2 SIGNAL AND TELECOMMUNICATION ENGINEER II -1 POST**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To assist maintenance of S &T equipment and systems;
- ii. To assist installation of SGR, MGR signals and Telecommunication network and equipment;
- iii. To assist preparation of specifications for procurement of signal and telecommunication equipment and gadgets;
- iv. To prepare technical plans and designs for signal and telecommunication projects;
- v. To prepare and submit periodical technical reports; and
- vi. To perform any other related duties as assigned by supervisor.

### **1.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Telecommunication and Electronics Engineering, or equivalent from recognized institution and has been registered by Engineers Registration Board as Graduate Engineer.

### **1.2.3 SALARY SCALE: TRCS 06**

## **1.3 INTERNAL AUDITOR II -1 POST**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. To check and audit salary records;
- ii. To audit invoices and local purchase orders;
- iii. To assist in preparation of annual work plans;
- iv. To synchronize and analyze Audit queries;
- v. To assist in the preparation of periodic audit reports;
- vi. To assist in conducting financial pre-audit within the Institute;
- vii. To assist in performing regular checks and investigations; and

- viii. To perform any other related duties assigned by supervisors.

### **1.3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in Auditing, Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions plus either of CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA.

### **1.3.3 SALARY SCALE: TRCS 6**

## **1.4 PUBLIC RELATIONS OFFICER II - 1 POST**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. To collect and organize news for the Institute's newsletter and Journal;
- ii. To collect and compile information for preparation of reports, booklets, prospectus, calendars, greeting cards and posters;
- iii. To liaise with the mass media on press matters relating to the Institute;
- iv. To collect and sub-edit materials for Radio/TV programs;
- v. To collate and analyze media coverage;
- vi. To assist in preparation of press releases;
- vii. To distribute calendars, greeting cards and posters;
- viii. To participate in exhibitions (e.g. Trade Fairs and Open day); and
- ix. To perform any related duties assigned by supervisors.

### **1.4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Public Relations, International Relations, Journalism, Mass Communication or equivalent qualifications from recognized Institution. He/she must be computer literate.

### **1.4.3 SALARY SCALE – TRCS 5**

## **1.5 ADMINISTRATIVE OFFICER II -9 POSTS**

### **1.5.1 DUTIES AND RESPONSIBILITIES**

- i. To act as a program officer of the department/faculty;

- ii. To deal with general office Administration with minimum supervision in any section falling Administration functions;
- iii. To ensure general cleanliness of office surroundings;
- iv. To ensure that utility services are available and functioning;
- v. To follow up with utilities providers to make sure that the services are available at all Times;
- vi. To ensure that bills pertaining to utilities are paid on time;
- vii. To process order for office consumables;
- viii. Carryout AIDS Awareness Programs;
- ix. Look after all welfare matters;
- x. To ensure that the Registry is working properly; and
- xi. To perform any related duties assigned by supervisors.

### **1.5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Business Administration/Commerce majoring in Human Resources Management or equivalent qualification from recognized institutions. Must be computer literate.

### **1.5.3 SALARY SCALE: TRCS 5**

## **1.6 TRANSPORT OFFICER II -2 POSTS**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

#### **1.6.1.1 Traffic Control – 1 post**

- i. To work at traffic control terminals or sections of the operating at the District or Headquarters Offices;
- ii. To plan and coordinate traffic and logistics work;
- iii. To ensure security of goods and installations;
- iv. To assist in the preparation of reports; and
- v. To perform any other related duties as assigned by supervisor.

#### **1.6.1.2 Safety Control – 1 post**

- i. To assist in conducting audit of Safety related practices and procedures being practiced in Rail Transportation Department;

- ii. To assist in analyzing and recommending safety related instructions issued and corrective measures proposed;
- iii. To assist in monitoring compliance of safety related instructions on loading and wagon arrangement issued;
- iv. To assist in analyzing and monitoring accident inquiry proceedings and follow up action; and
- v. To perform any other related duties as may be assigned by the supervisor.

### **1.6.2 QUALIFICATIONS AND EXPERIENCE**

Holders of Bachelor Degree or Advanced Diploma in Railway Transport, Transport Management, Logistics Management or equivalent qualification from recognized Institutions.

### **1.6.3 SALARY SCALE – TRCS 5**

## **1.7 RECORDS MANAGEMENT ASSISTANT II - 8 POSTS**

### **1.7.1 GENERAL REGISTRY -7 POSTS**

#### **1.7.2 DUTIES AND RESPONSIBILITIES**

- i. To prepare 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 check and cross check mails, claims and returns;
- vi. To receive previews, record and facilitate filing and distribute;
- vii. To receive and register incoming/outgoing mails; and
- viii. To perform any related duties assigned by supervisors.

### **1.7.2 MEDICAL REGISTRY -1 POST**

- i. To maintain medical files/records at the Health facility, Registration of patient's attending medical services, filing and sorting Medical Insurance forms for patients;
- ii. To Issue, collecting and filing patient's files;
- iii. To ensure availability of required items including files, patient cards, continuation sheets, prescription forms, referral forms etc; and
- iv. To perform any other related duties as may be assigned by the supervisor.

#### **1.7.4 QUALIFICATIONS AND EXPERIENCE**

Holder of Secondary Education Certificate plus Certificate in Records Management, Medical Records, Archives or equivalent qualifications from recognized Institution.

The candidate should have relevant computer knowledge.

#### **1.7.5 SALARY SCALE: TRCS 2**

### **1.8 ASSISTANT COMMERCIAL OFFICER II - 4 POSTS**

#### **1.8.1 DUTIES AND RESPONSIBILITIES**

##### **1.8.1.1 Marketing Duties - 2 POSTS**

- i. To assists in supporting the Commercial works;
- ii. To assisting in marketing promotional activities;
- iii. To assist in visiting customers/external agencies;
- iv. To assist in collection and compilation of statistics on freight and passenger traffic;
- v. To scrutinize correctness of data received from Stations;
- vi. To assisting in obtaining and compilation of customer complaints;
- vii. To assist in monitoring freights and passenger's sales performance and ensure efficient customer services;
- viii. To assist in follow up new and retaining the existing customers; and
- ix. To perform any other related duties as may be assigned by the supervisor.

##### **1.8.1.2 Travelling Ticket Examination (TTE) Duties - 2 POSTS**

- i. To assist in ensuring that all crews report to duty as required i.e. they report on time, well attired in full clean uniforms;
- ii. To make random inspection of passenger tickets to ensure that they have valid tickets, Card/Free passes or vouchers etc., commensurate with the class of travel;
- iii. Assist in monitoring early marshalling of the train and boarding of passengers;
- iv. To assist in monitoring loading/offloading of parcels and luggage at intermediate and depot stations with the objective of reducing unnecessary long train dwell time;
- v. To liaise with responsible Station Masters and respective District Control Officers for the provision of relief locomotive(s) in the event of engine failures en-route and also at originating stations; and
- vi. To perform any other related duties as may be assigned by the supervisor.

### **1.8.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in Marketing, Entrepreneurship, Accountancy, Business Administration majoring in Marketing, Entrepreneurship or Accountancy or equivalent qualifications from recognized Institutions and attended Train Guard Certificate course from TIRTEC. Computer literacy is mandatory.

### **1.8.3 SALARY SCALE: TRCS 3**

## **1.9 STATION MASTER II - 9 POSTS**

### **1.9.1 DUTIES AND RESPONSIBILITIES**

- i. To signal, receive and dispatch trains;
- ii. To ensure that trains and traffic working at the stations are done expeditiously according to the rules and regulations;
- iii. To work as in-charge of Junior Station;
- iv. To provide for safe and expeditious movement of trains, traffic and trains working, passenger and freight sales;
- v. To supervise security of station installation and equipment, and general administration of the small and medium station;
- vi. In-charge of a designated section of a Marshalling Yard and responsible for the breaking up and marshalling of trains;
- vii. To direct, control and participate in marshalling and breaking up of train loads and clearing and placing traffic into local sidings, goods sheds etc.;
- viii. To supervise placing and removal of wagons;
- ix. To check the setting of points;
- x. To receive and dispatching trains;
- xi. To instruct and supervising subordinate staff; and
- xii. To performs any other related duties that may be assigned by the supervisor.

### **1.9.2 QUALIFICATIONS AND EXPERIENCE**

Holders of NTA Level VI in Railway Transportation, Diploma in Transport Management, Logistics Management or equivalent qualifications from recognized institutions.

### **1.9.3 SALARY SCALE – TRCS 3**

## **1.10 CIVIL TECHNICIAN GRADE II -7 POSTS**

### **1.10.1 DUTIES AND RESPONSIBILITIES**

- i. To undertake maintenance of bridges, culverts, building and track works;
- ii. To read and review project drawings and plans to determine the sizes of structures;
- iii. To preparing track maintenance plans;
- iv. To take part in testing construction materials and soil samples in laboratories;
- v. To ensure that project construction conforms to design specifications and applicable permanent way requirements;
- vi. To supervisor to maintain records; and
- vii. To perform any other related duties as may be assigned by supervisor.

### **1.10.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Full Technician Certificate (FTC) or Ordinary Diploma in Civil Technology, from recognized institution.

### **1.10.3 SALARY SCALE – TRCS 3**

## **1.11 MECHANICAL TECHNICIAN GRADE II -7 POSTS**

### **1.11.1 DUTIES AND RESPONSIBILITIES**

- i. To undertake maintenance of rolling stock and locomotives;
- ii. To maintain of workshop machinery and plants;
- iii. To service refrigeration and air condition facilities;
- iv. Service Mechanical handling equipment and ancillary plants;
- v. To supervisor to maintain records; and
- vi. To perform any other related duties as may be assigned by supervisor.

### **1.11.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Full Technician Certificate (FTC) or Ordinary Diploma in Mechanical Engineering Technology or equivalent from recognized institution.

### **1.11.3 SALARY SCALE – TRCS 3**



## **1.12 SIGNALING AND TELECOMMUNICATION TECHNICIAN GRADE I - 7 POSTS**

### **1.12.1 DUTIES AND RESPONSIBILITIES**

- i. To maintain S&T control systems, radio, underground cables and internal office communications.
- ii. To connect wires to circuit breakers, transformers, or other S&T components.
- iii. To participate in installation of new Signals and Telecommunications system; and
- iv. To perform any other related duties as may be assigned by supervisor.

### **1.12.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Full Technician Certificate (FTC) or Ordinary Diploma in Telecommunication or Electronic Engineering or equivalent from recognized institution.

### **1.12.3 SALARY SCALE – TRCS 3**

## **1.13 ASSISTANT INSTRUCTOR II -1 POST**

### **1.13.1 DUTIES AND RESPONSIBILITIES**

- i. To co-ordinate training sections in respective areas of specializations;
- ii. To collect and analyze data and information for training uses in areas of specializations;
- iii. To evaluate the effectiveness of Instruction under him and make appropriate reports to the Principal;
- iv. To supervise students on practical and practical training in respective areas of specialization;
- v. To follow up and submits post training evaluation on trainees;
- vi. To prepare course and lesson plans;
- vii. To conduct researches in the fields pertaining to instructional needs;
- viii. To make follow up and submit post training evaluation on trainees; and
- ix. To carry out any other related duties as may be assigned by his supervisor.

### **1.13.2 QUALIFICATIONS AND EXPERIENCE**

Holder of FTC or Ordinary Diploma in Railway Transportation, Logistics Management, Locomotive Driving, Station Mastering, Carriage and Wagon Technology, Permanent Way Technology, Signal and Telecommunication Technology, Yard Supervision, Wagon Alignment, Civil Engineering, Electrical Engineering, Mechanical Engineering, Electrical

Engineering, Electromechanical Engineering, Telecommunication Engineering, Electronics Engineering, Computer Engineering or equivalent from recognized institutions.

### **1.13.3 SALARY SCALE – TRCS 3**

### **1.14 LOCOMOTIVE DRIVER II - 3 POSTS**

#### **1.14.1 DUTIES AND RESPONSIBILITIES**

- i. To perform shunting duties within the station yards, sidings and running depots within the home station.
- ii. To perform shunting duties within the station yards, sidings and running depots within the home station.
- iii. To check the locomotive fitness before use.
- iv. To report any problem noted in the locomotive during the course of driving.
- v. To record all important events occurring during shunting.
- vi. Recording the fuel balance on start and at the end of the shunting duties.
- vii. To perform any other related duties that may be assigned by the supervisor.

#### **1.14.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Form IV academic Certificate with Locomotive Driving Certificate or Locomotive Shunting Certificate offered by TIRTEC or any recognized Institution and Class F or G Driving License.

### **1.14.3 SALARY SCALE – TRCS 3**

### **1.15 PERSONAL SECRETARY II -I POST**

#### **1.15.1 DUTIES AND RESPONSIBILITIES**

- i. To type confidential correspondences/letters, manuscripts, reports and proceedings;
- ii. To make travel and hotel arrangements/booking;
- iii. To cross check the availability of stationery and other working equipment for the Section/Department.
- iv. To provide Secretarial Services to Senior Officers;
- v. To keep records of activities and appointments;
- vi. To assist in monitoring movement of files, incoming and outgoing.
- vii. To attend visitors;

- viii. To receive and direct telephone calls and replaying telephone messages, emails and fax messages;
- ix. To organize and maintain a diary of appointments;
- x. To deal with correspondence and writing letters;
- xi. To organize documents and computer-based Public Relations & Communication;
- xii. To perform any other related duties as may be assigned by supervisor.

### **1.15.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificates of Secondary School Education with secretarial services certificate from Public Service College or any other recognized College/Institution with passes of 80 w.p.m shorthand either in Kiswahili or in English, Certificate in computer programs e.g. windows, Microsoft office Internet, E-mail and Publisher. Use of modern office equipment will be a necessary requirement.

### **1.14.3 SALARY SCALE – TRCS 2**

## **1.16 TEACHER II - 2 POSTS**

### **1.16.1 DUTIES AND RESPONSIBILITIES**

- i. To teach all subjects learnt from college, nursery and primary school;
- ii. Prepare scheme of work, lesson plan, teaching and learning aids pupils exercise, tests and examinations;
- iii. To mark pupil work;
- iv. To assess Pupils progress and to report to various education stakeholders;
- v. To provide report on assessment done on student performance to the school administration;
- vi. To prepare and maintain progress report of every pupil;
- vii. To be on duty at school;
- viii. To supervise school examinations; and
- ix. To provide guardianship and counselling on the following.
  - x. To guide children mentally, physically, psychologically to enable them understand their social responsibility;
  - xi. To impart them good character and acceptable behavior;
  - xii. To provide counselling to parents/ guardians;
  - xiii. To Monitor pupils' attendance;
  - xiv. To create safe and secure environment for children to learn;

- xv. To participate in curriculum development.
- xvi. To perform any other related duties as assigned by Head of station.

### **1.16.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Secondary School Education Examination with two years teachers training Certificate Grade A from recognized Institutions.

### **1.16.3 SALARY SCALE – TRCS 2**

## **1.17 DRIVER II -3 POSTS**

### **1.17.1 DUTIES AND RESPONSIBILITIES**

- i. To drive vehicles towards approved destinations and in accordance with traffic regulations;
- ii. To undertake minor mechanical repairs;
- iii. To take vehicles due for routine maintenance/repair to the appointed Service agent.
- iv. To maintain motor vehicle log books;
- v. To make pre-inspection to the assigned vehicle prior travelling and Report mechanical damages/defects;
- vi. To ensure safety and cleanliness of the vehicle at all times;
- vii. To ensure that valid documents and permits are acquired prior Commencement of any journey;
- viii. To report promptly accidents or incidents involving the vehicles to the Relevant authority; and
- ix. To perform any related duties as may be assigned by supervisors.

### **1.17.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Secondary Education Certificate with passes in Kiswahili and English having a valid Driving License Class C or E and one-year Basic Driving Certificate offered by VETA or the National Institute of Transport (NIT) plus a one-year accident free driving experience. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

### **1.17.3 SALARY SCALE – TRCS 2**

## **1.18 CIVIL ARTISAN II -33 POSTS**

### **1.18.1 DUTIES AND RESPONSIBILITIES**

- i. Packing of the railway track as directed by the supervisor;
- ii. To clear grass and bushes along the line;
- iii. To clean side drains and water outlets.
- iv. To repair the track after accidents.
- v. Load and offload permanent way materials.
- vi. To performs any other related duties as may be assigned by supervisor.

### **1.18.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Secondary Education Certificate with Trade Test II, National Vocational Award II (NVA) in Civil Technology and Railway Track Maintenance or equivalent from recognized institution.

### **1.18.3 SALARY SCALE – TRCS 1**

## **1.19 SIGNAL AND TELECOMMUNICATIONS ARTISAN II -20 POSTS**

### **1.19.1 DUTIES AND RESPONSIBILITIES**

- i. To maintenance of S&T control systems, radio, underground cables and internal office communications;
- ii. To help in connecting wires to circuit breakers, transformers, or other S&T components;
- iii. To install new Signals and Telecommunications systems
- iv. To perform points man duties; and
- v. To perform any other related duties as may be assigned by supervisor.

### **1.19.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Secondary Education Certificate with Trade Test II, National Vocational Award II (NVA II), Signal and Telecommunication Technology and Railway Track Maintenance or equivalent from recognized institution.

### **1.19.3 SALARY SCALE – TRCS 1**

## **1.20 MECHANICAL ARTISAN II - 20 POSTS**

### **1.20.1 DUTIES AND RESPONSIBILITIES**

- i. To maintain rolling stock and locomotives;
- ii. To maintain workshop machinery and plants;

- iii. To service refrigeration and air condition facilities;
- iv. To service handling equipment and ancillary plants;
- v. To perform any other related duties as may be assigned by supervisor.

### **1.20.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Secondary Education Certificate with Trade Test II, National Vocational Award II (NVA II) in Mechanical Technology, and Railway Track Maintenance or equivalent from recognized institution.

### **1.20.3 SALARY SCALE – TRCS 1**

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania not above **45** years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. **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;
- v. Attaching copies of the following certificates is strictly not accepted:-
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vi. Overqualified candidates should not apply;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. Applicants employed in the Public Service **should route their application letter through respective employer;**
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;

- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. 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);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. **A signed application letter** should be written either in Swahili or English language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, P. O. Box 63100, Utumishi House, 8 Kivukoni Road, 11102 Dar Es Salaam;*
- xv. **Deadline for application is 16<sup>th</sup> September, 2020;**
- xvi. Only short listed candidates will be informed on a date for interview and;
- xvii. Presentation of forged certificates and other information will necessitate to 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**