

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/28**

**20<sup>th</sup> August, 2021**

**VACANCY ANNOUNCEMENT**

On behalf of Tanzania Railways Corporation (TRC) and Centre for Foreign Relations (CFR) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **170** 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 ACCOUNTS ASSISTANT II- 2 POSTS**

**1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in collection of revenue from the stations;
- ii. To assist in keeping books of revenue collection records;
- iii. To maintain Traffic Book, Ticket indent & Control and Issuance of CTR;
- iv. To control Cash Book;
- v. To prepare journals; and
- vi. To perform any other relevant duties that may be assigned by the supervisor.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Diploma either in Accountancy, Business Administration majoring in Accounting, ATEC II or Higher Government Accounting Programme from recognized institutions.

### **1.1.3 SALARY SCALE: TRCS 3**

## **1.2 MECHANICAL ARTISANS (DIESEL MECHANICS) - 15 POSTS**

### **1.2.1 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; and
- v. To perform any other duties as may be assigned by supervisor.

### **1.2.2 QUALIFICATIONS AND EXPERIENCE**

Form four Certificate with Technician Certificate in Locomotive Engineering in Diesel Mechanical from recognized institution.

### **1.2.3 SALARY SCALE – TRCS 1**

## **1.3 ELECTRICAL ARTISANS (DIESEL ELECTRICAL) - 15 POSTS**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. To maintain rolling stock and locomotives;
- ii. To maintain workshop machinery and plants;
- iii. To service handling equipment and ancillary plants;
- iv. To perform any other duties as may be assigned by supervisor

### **1.3.2 QUALIFICATIONS AND EXPERIENCE**

Form four Certificate with Technician Certificate in Locomotive Engineering in Diesel Electrical from recognized institution

### **1.3.3 SALARY SCALE – TRCS 1**

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

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. To check and examine train movement and ensure the safety of a train over a section or line;
- ii. To prepare train and accident reports;
- iii. To perform route shunts and ensure the safety of the traffic being conveyed;
- iv. To supervise designated sections of Marshalling Yards and responsible for the breaking up and marshalling of trains;
- v. Placing and removal of wagons;
- vi. To perform Guard's/TTE's duties in Passenger, Engineering, and Special trains; and
- vii. To performs any other related duties that may be assigned by the supervisor.

### **1.4.2 QUALIFICATIONS AND EXPERIENCE**

Diploma either in Marketing, Entrepreneurship, Accountancy, Business Administration majoring in Marketing or Accountancy from recognized Institutions. A successful candidate will have to attend Train Guard course from TIRTEC. Computer literacy is mandatory.

### **1.4.3 SALARY SCALE: TRCS 3**

## **1.5 COACH ATTENDANT II- 1 POST**

### **1.5.1 DUTIES AND RESPONSIBILITIES**

- i. To ensure cleanliness of coaches under his/her jurisdiction;
- ii. To keep coaches clean;
- iii. To make sure that beddings are washed and ironed prior to passenger's use.
- iv. To keep the seats and berths of compartment properly cleaned at regular intervals by personally dusting the same;
- v. To guide the passengers to the position of reservation; and.
- vi. To perform any other related duties that may be assigned by the supervisor.

### **1.5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Secondary School Certificate who has attended a short course and awarded one of the following certificates; Hotel Management, House-Keeping, Hospitality from recognized training institution.

### **1.5.3 SALARY SCALE – TRCS 1**

#### **1.6 ICT OFFICER II (SYSTEM ADMINISTRATOR) - 1 POST**

##### **1.6.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in the provision of technical advice on procurement of ICT equipment, hardware and software;
- ii. To participate in the coaching and mentoring Institute staffs on ICT development;
- iii. To review ICT strategy of the Institute and recommends on changes/improvement required;
- iv. To assist to prepare ICT regulations and guidelines;
- v. To assist to prepare BCP in ICT related issues and follow up on compliance in the sector;
- vi. To assist installation and maintaining a modern Management Information System;
- vii. To provide technical support in application of Information Technology; and

- viii. To perform any relevant duties assigned by supervisors.

## **1.6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Computer Engineering, Software Engineering or equivalent computer qualifications from recognized institutions

## **1.6.3 SALARY SCALE: TRCS 6**

## **1.7 LOCOMOTIVE DRIVER II- 2 POSTS**

### **1.7.1 1 DUTIES AND RESPONSIBILITIES**

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

### **1.7.2 QUALIFICATIONS AND EXPERIENCE**

Form IV academic Certificate with Locomotive Driving Certificate or Locomotive Shunting Certificate offered by TIRTEC or any recognized Institution.

### **1.7.3 SALARY SCALE – TRCS 3**

## **1.8 RECEPTIONIST II- 1 POST**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

- i. To operate Telephone Switchboards for receiving and making telephone calls or receiving and sending message by fax etc;
- ii. To place out-of-state and international calls; schedules and coordinates conference calls as required;
- iii. To welcome visitors by greeting them personal and by telephone answering all referring inquires;
- iv. To direct visitors to action employees, Department Directors or giving them instructions; and
- v. To performs any other relevant duties that may be assigned by the supervisor.

## **1.8.2 QUALIFICATIONS AND EXPERIENCE**

Form Four Certificate with Certificate either in Telephone Operations, Front Office, or Customer Care from recognized Institutions.

## **1.8.3 SALARY SCALE: TRCS 2**

## **1.9 STATION MASTER II- 6 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 QUALIFICATION AND EXPERIENCE**

Diploma either in Railway Transportation, Transport Management or Logistics Management from recognized institutions. A Successful candidate who has no background in Railway transportation will have to attend a course in railways operations.

### **1.9.3 SALARY SCALE – TRCS 3**

## **1.10 PLANT OPERATOR II- 1 POST**

### **1.10.1 DUTIES AND RESPONSIBILITIES**

- i. To operate winch, cranes as per approved procedures and policies;
- ii. To provide quality services on plant operation;
- iii. To perform gangway activities;
- iv. To operate the mechanical equipment (Winch, Fork Lifts and Terminal Tractors and Cranes) as per approved procedures and policies;
- v. To carry out loading, offloading or discharging and delivery of Motor vehicles and other cargo into/from trains;
- vi. To drive and operate mechanical handling equipment's within the Workshops, yard premises and Depot Yards such as Forklifts, shunting tractors, green butts, Stationery pillars and gantry manual or powered; and
- vii. To performs any other relevant duties that may be assigned by the supervisor.

## **1.10.2 QUALIFICATIONS AND EXPERIENCE**

Form IV academic Certificate with Basic Driving Certificate offered by VETA, Bandari College, TIRTEC or any recognized Institution and Class F or G Driving License.

## **1.10.3 SALARY SCALE – TRCS 2**

### **1.11 CIVIL ARTISAN (GANGMAN) - 58 POSTS**

#### **1.11.1 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 that may be assigned by supervisor

#### **1.11.2 QUALIFICATIONS AND EXPERIENCE**

Form four Certificate with one of the following qualifications; Trade Test II/Level II, National Vocational Award II (NVA II) or NTA Level 4 in Railway Track Maintenance or equivalent qualification from recognized institution

#### **1.11.3 SALARY SCALE – TRCS 1**

### **1.12 SIGNAL AND TELECOMMUNICATIONS ARTISAN - 10 POSTS**

#### **1.12.1 DUTIES AND RESPONSIBILITIES**

- i. 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 duties as may be assigned by supervisor

### **1.12.2 QUALIFICATIONS AND EXPERIENCE**

Form four Certificate with one of the following qualifications; Trade Test II/Level II, National Vocational Award II (NVA II) or NTA Level 4 in Signal and Telecommunication Technology from recognized institution.

### **1.12.3 SALARY SCALE – TRCS 1**

## **1.13 MECHANICAL ARTISANS (AUTOMOBILES)-5 POSTS**

### **1.13.1 DUTIES AND RESPONSIBILITIES**

- i. To maintain motor vehicles and motor trolleys
- ii. To maintain workshop machinery and plants;
- iii. To service handling equipment and ancillary plants;
- iv. To perform any other duties as may be assigned by supervisor.

### **1.13.2 QUALIFICATIONS AND EXPERIENCE**

Holder of form four Certificate with one of the following qualifications; Trade Test II/Level II, National Vocational Award II (NVA II) or NTA Level 4 in Mechanical Technology (automobiles) from recognized institution

### **1.13.3 SALARY SCALE – TRCS 1**

## **1.14 MECHANICAL ARTISANS (WELDING) - 4 POSTS**

### **1.14.1 DUTIES AND RESPONSIBILITIES**

- i. To maintain rolling stocks
- ii. To prepare and align parts for welding
- iii. To join together components, repair holes and cut through materials;
- iv. To perform any other duties as may be assigned by supervisor

### **1.14.2 QUALIFICATIONS AND EXPERIENCE**

Holder of form four Certificate with one of the following qualifications; Trade Test II/Level II, National Vocational Award II (NVA II) or NTA Level 4 in Mechanical Technology (Welding) from recognized institution

### **1.14.3 SALARY SCALE – TRCS 1**

## **1.15 ADMINISTRATIVE OFFICER II- 2 POST**

### **1.15.1 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 service is available all the 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 relevant duties assigned by supervisors.

### **1.15.2 QUALIFICATIONS AND EXPERIENCE**

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

### **1.15.3 SALARY SCALE: TRCS 5**

## **1.16 HUMAN RESOURCE OFFICER II -2 POST**

### **1.16.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in the Administration of recruitment and placement;
- ii. To assist in office Administration;
- iii. To carry out orientation of new staff;
- iv. To assist in providing advice and support to staff on human resources related matters;
- v. To participate in reviewing and providing advice on interpretation and application of policies, regulations and rules;
- vi. To assist in collecting, analyzing and maintaining personnel records and statistics; and
- vii. To perform any relevant duties assigned by supervisors

### **1.16.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree either in Public Administration, Human Resources Management, Human Resources Planning and Management, or Business Administration/Commerce majoring in Human Resources Management from recognized institutions.

### **1.16.3 SALARY SCALE: TRCS 5**

## **1.17 DRIVER II- 5 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 relevant duties 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 driving experience of at least one (1) year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

### **1.17.3 SALARY SCALE: TRCS 2**

## **2.0 THE CENTRE FOR FOREIGN RELATIONS (CFR)**

The Centre for Foreign Relations was established on 13th January 1978, by an Agreement between the governments of the United Republic of Tanzania and the Republic of Mozambique, signed by the then Ministers for Foreign Affairs of Tanzania and Mozambique, Benjamin William Mkapa and Alberto Joaquim Chissano.

The Centre was registered and was awarded Full Accreditation by the National Council for Technical Education (NACTE) on 30th July 2013. The accreditation from NACTE ensures that the programmes offered by the Centre are recognized within Tanzania and outside the country. The Centre has also been incorporated in the Consular and Diplomatic Immunities and Privileges Act No. 5 1986 hence, it enjoys a diplomatic status.

The Centre is under the Ministry of Foreign Affairs and East African Cooperation. It has a Governing Council (GC), which is the overall policy making body, vested with powers to institute policies and regulate the governance system and all operations of the Centre

and the Director is assisted by two Deputy Directors, one in charge of Planning, Finance and Administration and the other coordinates all academic affairs of the Centre.

## **2.1 LECTURER - 1 POST (READVETISED)**

### **2.1.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 9 (carries out lectures, seminars, tutorials and practical for both undergraduate and postgraduate programmes);
- ii. To set, invigilate and mark undergraduate and postgraduate examinations;
- iii. To guide junior staff in lecturing and conducting seminars, tutorials; and practical for both undergraduate and postgraduate programmes;
- iv. To supervise field work of both undergraduate and postgraduate students;
- v. To conduct research and publish results;
- vi. To develop and review curriculum;
- vii. To carry out consultancy and public service;
- viii. To write teaching materials, e.g., manuals;
- ix. To participate in the development of programmes and projects;
- x. To organize and participate in relevant workshops and conferences; and
- xi. To perform any other relevant duties assigned by one's supervisor.

### **2.1.2 QUALIFICATIONS AND EXPERINCE**

Holder of PhD either in Economics, International Business, International Trade and Investment or a Similar field from a recognized and reputable institution with a GPA of 3.5 and above in the undergraduate studies. Experience in research and publications will be an added advantage.

### **2.1.3 REMUNERATION- PHTS 3**

### **3.0 TANZANIA ELECTRIC SUPPLY COMPANY LIMITED (TANESCO) - ONE YEAR CONTRACT EMPLOYMENT**

Tanzania Electric Supply Company Limited (TANESCO) is a Parastatal organization established by Memorandum and Articles of Association incorporated in 26th November 1931 which established Tanzania Electric Supply Company Limited (the then Tanganyika Electric Supply Company Limited -TANESCO). The Company generates purchases, transmits, distributes and sells electricity to Tanzania Mainland and sells bulk power to the Zanzibar Electricity Corporation (ZECO), which in turn sells it to the Public in islands of Unguja and Pemba. TANESCO owns most of the electricity generating, transmitting and distributing facilities in Tanzania Mainland with estimated population of 50 million

#### **3.1 TECHNICIAN- GEOGRAPHICAL INFORMATION SYSTEM (GIS)- 35 POSTS (READVERTISED)**

##### **3.1.1 WORK STATION: REGIONAL/DISTRICT OFFICES**

##### **3.1.2 NATURE OF EMPLOYMENT- ONE YEAR CONTRACT**

##### **3.1.3 REPORTING TO: PLANNING ENGINEER**

##### **3.1.4 DUTIES AND RESPONSIBILITIES**

- i. To capture GIS field data in different formats using Global positioning system (GPS), electronic data recorders, digitizers and other means;
- ii. To produce as built maps, drawings and monitor construction of distribution network to ensure compliance with the TANESCO's standards;
- iii. To download, convert and upload GIS data available from internal and external sources to make them usable;
- iv. To update regularly customer data and distribution network infrastructure;
- v. To consult departmental users to identify new customer connections, distribution network extensions, transformer replacement/upgrading, meter replacement, line shift, modifications or any other information for updating on the system;
- vi. To manage the database, while still allowing multi-user access and modifications, so that the integrity of the database is not at risk;
- vii. To create, update and maintain spatial data and ensure GIS data accuracy;

- viii. To design and compile map extracts based on digital map products using GIS;
- ix. To ensure map products reflect correct geographic locations of facilities and have standard of cartographic quality;
- x. To provide end user support and the generation of maps and other GIS reports and information products. Plot maps for use in field locations;
- xi. To compile and organize GIS data from maps, database and other sources;
- xii. To maintain and manage GIS software and hardware and “troubleshooting” problems that occur in software and hardware;
- xiii. To perform GIS data quality control, including reviewing data for completeness and accuracy; identifying and correcting errors or omissions in the data;
- xiv. To prepare technical and other GIS related reports; and
- xv. To train GIS users within any scope of their job.

### **3.1.5 QUALIFICATIONS AND EXPERIENCE**

Holder of IV or VI secondary certificate with Diploma in either of the following fields: Geographical Information Systems (GIS), Geomatics, Geo-Informatics, Cartography, or equivalent. At least one year experience in GIS related activities will be an added advantage.

### **3.1.6 REMUNERATION:**

As per TANESCO’s Salary Scale.

### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age 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. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
  - vii. An applicant employed in the Public Service should route his application letter through his respective employer;
  - 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
  - xiii. 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 - Asha Rose Migiro Buildings -Dodoma.**
  - xiv. Deadline for application is **03<sup>rd</sup> September, 2021;**
  - xv. Only short listed candidates will be informed on a date for interview and;
  - xvi. 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**