

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/A/418

24th October, 2023

TRANSFER VACANCY ANNOUNCEMENT

On behalf of the Tanzania Railways Corporation (TRC), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill thirty two (32) transfer vacant posts mentioned below.

1.0 TANZANIA RAILWAYS CORPORATION (TRC)

Tanzania Railways Corporation is a Public Institution established under the Railway Act No. 10 of 2017. The main objective of TRC is to provide rail Transport services and to develop, promote and manage rail infrastructure.

1.0.1 SENIOR TRANSPORT OFFICER II (TRAIN CONTROL) - 1 POST

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To supervise in ensuring expeditious movement of trains and traffic freight;
- ii. To coordinate activities with those of other operations and maintenance staff to minimize service interruptions;
- iii. To provide other District 109 departments and divisions with technical information relating to the train control operations;

- iv. To evaluate passenger service to ensure that existing systems are functioning properly and that District policies, procedures, rules, and regulations are being followed;
- v. To participate in the implementation of emergency action plans; assists in coordinating emergency operations with field personnel, and other departments and outside agencies;
- vi. To coordinate work with that of other divisions and outside agencies; provides technical support to other divisions, Zones, District departments and outside agencies; and
- vii. To carry out any other duties as assigned by supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

- Holders of Bachelor Degree or Advanced Diploma in Transport Management, Logistics Management from recognized Institutions with working experience of at least seven (7) years in related field.

1.0.4 SALARY SCALE: TRCS 07

1.0.5 SENIOR TRANSPORT OFFICER II (TRAFFIC CONTROL) - 1 POST

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To work as overall in charge of the District Control and responsible for the safe and expeditious movement of trains and traffic in the District;
- ii. To make use of the Rail tracker system to plan efficient utilization of rolling stock and other involved resources;
- iii. To plan and follow up clearance of accidents in the district;
- iv. To prepare reports of performance of train operations and any other reports related to
- v. traffic control;
- vi. To work as head of section in the district; and
- vii. To carry out any other duties as may be assigned by supervisor.

1.0.7 QUALIFICATION AND EXPERIENCE

- Holders of Bachelor Degree or Advanced Diploma in Transport Management, Logistics Management from recognized Institutions with working experience of at least seven (7) years in related field.

1.0.8 SALARY SCALE: TRCS 07

1.0.9 PRINCIPAL TRANSPORT OFFICER II (TRAIN CONTROL) - 1 POST

1.0.10 DUTIES AND RESPONSIBILITIES

- i. To supervise in ensuring expeditious movement of trains and traffic freight;
- ii. To conduct variety of operational or Administrative studies;
- iii. To assists with investigations in safety-related incidents;
- iv. To maintain accurate hourly and daily records and special reports of work being performed; participates in the investigation and prepares reports on emergency, unusual incidents, and passenger complaints;
- v. To follow up and supervise on maintaining accurate hourly and daily records and special reports of work being performed;
- vi. To participate in the investigation and prepares reports on emergency, unusual trains control incidents; and
- vii. To carry out any other duties as assigned by supervisor.

1.0.11 QUALIFICATION AND EXPERIENCE

- Holders of Master Degree in Transport Management, Logistics Management or equivalent qualification from recognized Institutions with working experience of at least thirteen (13) years in related field.

1.0.12 SALARY SCALE: TRCS 09

1.0.13 SENIOR COMMERCIAL OFFICER II - 2 POST

1.0.14 DUTIES AND RESPONSIBILITIES

- i. To maintain customer profile for each major commodity;
- ii. To supervise development and implementation of sales and marketing campaign;
- iii. To maintain close business relationship with customers of the respective commodities;
- iv. To compile weekly reports;
- v. To analyse customer accounts and advise the supervisor;
- vi. To promote sales and image of the Corporation;
- vii. To supervise the implementation of sales and marketing strategies;
- viii. To conduct the research on competitive business and advise the Management to competitive advantage; and
- ix. To perform any other relevant duties that may be assigned by the supervisor.

1.0.15 QUALIFICATION AND EXPERIENCE

- Holders of Bachelor Degree or Advanced Diploma in Marketing, Economics,

Entrepreneurship, Commerce or Business Administration majoring in Marketing or equivalent qualifications from recognized Institutions with working experience of at least seven (7) years in related field. Computer literacy is mandatory.

1.0.16 SALARY SCALE: TRCS 07

1.0.17 PRINCIPAL COMMERCIAL OFFICER II - 1 POST

1.0.18 DUTIES AND RESPONSIBILITIES

- i. To assist the supervisor in drawing marketing strategies and plans;
- ii. To Supervise and analyze the marketing trends;
- iii. To undertake special freight, passenger services and marketing research;
- iv. To advise on review of freight, passengers and marketing policies, rules and Regulations;
- v. To maintain business statistics;
- vi. To monitor freight & passenger sales performance and ensure efficient customer services; and
- vii. To perform any other relevant duties that may be assigned by the supervisor.

1.0.19 QUALIFICATION AND EXPERIENCE

- Holders of Masters in Marketing, Economics, Entrepreneurship, Commerce or Business Administration majoring in Marketing or equivalent qualifications from recognized Institutions with working experience of at least thirteen (13) years in related field. Computer literacy is mandatory.

1.0.20 SALARY SCALE: TRCS 09.

1.0.21 SENIOR ESTATE OFFICER II – 1 POST

1.0.22 DUTIES AND RESPONSIBILITIES

- i. To assist the Estate and Rating Surveyor in the running of the section.
- ii. To deal with title to Railway Lands throughout the system, disposal of surplus Railway assets, preparation of the section Estate and Rating Manual.
- iii. To arrange for preparation of leases and in liaison with user departments arrange for extension or termination of leases.
- iv. To carry out periodic inspection of the Company Operations and Residential buildings and assess maintenance requirements.
- v. To carry out valuation of properties to be acquired and rent valuation of premises to be leased.

- vi. To perform any other related duties that maybe assigned by supervisor.

1.0.23 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree or Advanced Diploma in Environmental Engineering, Architecture, Building Economics, Civil Engineering, Electrical Engineering, Land Management and Valuation or equivalent qualification from recognized institution with relevant working experience of at least seven (7) years.
- Must be registered as professional Engineer/ Architecture/ Valuer/Quantity Surveyor by respective professional Registration Board.

1.0.24 SALARY SCALE: TRCS 08

1.0.25 PRINCIPAL ICT OFFICER II (PROGRAMMER)- 1 POST

1.0.26 DUTIES AND RESPONSIBILITIES

- i. To provide expert advice on complex analysis and design of Information Communication and Technology (ICT) infrastructure;
- ii. To identify the need for new systems (or modifications to exist systems) or respond to requests from users;
- iii. To develop plans for feasibility assessment, requirements specification, design, development and implementation.
- iv. To develop, implement and monitor standards and guidelines for the use of ICT including standard office setups, technical standards, processes and procedures;
- v. To keep abreast of developments in the field and determines the need for testing and evaluating new products and technologies;
- vi. To provide leadership on introducing technological changes; prepares various technical reports.
- vii. To participate in planning and preparation of the budget, work program and spending plan.
- viii. To maintain upgrades or enhances existing user systems; troubleshoots and provides continuing user support, to include resolving difficult problems, advising on the use of new techniques, monitoring transactions to measure performance and continued effectiveness of assigned systems; and
- ix. To perform any relevant duties assigned by supervisors.

1.0.27 QUALIFICATION AND EXPERIENCE

- Holder of Master's Degree in Computer Science, Information Systems, Information Technology, Computer Engineering, Software Engineering or equivalent computer qualifications from recognized institutions with relevant working experience of at least

thirteen (13) years.

- Applicants with engineering specializations must be registered by Engineers Registration Board as Professional Engineers. Possession of CCNP or CCIE or CEH will be an added advantage.

1.0.28 SALARY SCALE: TRCS 10

1.0.29 PRINCIPAL ICT OFFICER II (NETWORK ADMINISTRATOR)- 1 POST

1.0.30 DUTIES AND RESPONSIBILITIES

- To provide expert advice on complex analysis and design of Information Communication and Technology (ICT) infrastructure;
- To oversee and play an active role in the establishing of ICT infrastructure(Computer hardware ,software, networks and telecommunications);
- To develop, implement and monitor standards and guidelines for the use of ICT including standard office setups, technical standards, processes and procedures;
- To keep abreast of developments in the field and determines the need for testing and evaluating new products and technologies;
- To provide leadership on introducing technological changes; prepares various technical reports.
- To participate in planning and preparation of the budget, work program and spending plan; and
- To perform any relevant duties assigned by supervisors.

1.0.31 QUALIFICATION AND EXPERIENCE

- Holder of Master's Degree in Computer Science, Information Systems, Information Technology, Computer Engineering, Software Engineering or equivalent computer qualifications from recognized institutions with relevant working experience of at least thirteen (13) years.
- Applicants with engineering specializations must be registered by Engineers Registration Board as Professional Engineers. Possession of CCNP or CCIE or CEH will be an added advantage.

1.0.32 SALARY SCALE: TRCS 10

1.0.33 PRINCIPAL PROCUREMENT OFFICER II-- 1 POST

1.0.34 DUTIES AND RESPONSIBILITIES

- To assess institutional needs and advise on the appropriate procurement procedures;

- ii. To coordinate Tender Board Activities and prepare meetings;
- iii. To coordinate various researches on procurement;
- iv. To plan and estimate requests and value for various goods;
- v. To address procurement audit queries;
- vi. To coordinate and implement PAC directives and prepare feedback reports;
- vii. To supervise market price data base on various goods and services; and
- viii. To perform any other duties as may be assigned by his/her immediate supervisor.

1.0.35 QUALIFICATION AND EXPERIENCE

- Holder of Master Degree in Procurement and Supplies Management, Material Management, Logistics Management equivalent qualifications from recognized institutions and must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Authorized Procurement and Supplies Professional with working experience of at least thirteen (13) years in related field.

1.0.36 SALARY SCALE: TRCS 09

1.0.37 SENIOR SUPPLIES OFFICER II – 1 POST

1.0.38 DUTIES AND RESPONSIBILITIES

- i. To liaise with user departments on stores requirements;
- ii. To participate in preparation of annual general procurement plans for the TRC;
- iii. To participate in planning the procurement and disposal of assets of the TRC by tender;
- iv. To prepare statements of requirements;
- v. To participate in preparation of tendering documents; and
- vi. To perform any relevant duties assigned by supervisors.

1.0.39 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from recognized institutions and must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Approved Procurement and Supplies Professional with working experience of at least seven (7) years in related field.

1.0.40 SALARY SCALE: TRCS 07

1.0.41 SENIOR ACCOUNTANT II - 2 POSTS

1.0.42 DUTIES AND RESPONSIBILITIES

- i. To prepare draft final accounts and submit the same to the supervisor;
- ii. Prepare profit and loss statements on behalf of a business;
- iii. To set up accounting practices and procedures for new projects and advise on how to manage these;
- iv. To carry out accounting functions in accordance with financial regulations;
- v. To control capital and recurrent expenditure;
- vi. To post subsidiary registers for debtors, creditors and fixed assets;
- vii. To prepare bank and final accounts reconciliation; and
- viii. To perform any relevant duties assigned by supervisors.

1.0.43 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree or Advanced Diploma in Accountancy, Finance, Commerce/Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions plus CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA with working experience of at least seven (7) years in related field.

1.0.44 SALARY SCALE: TRCS 08

1.0.45 SENIOR ENGINEER II (CIVIL) - 5 POSTS

1.0.46 DUTIES AND RESPONSIBILITIES

- i. To supervise 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 supervise investigation and proceedings in case of any accident on the track;
- iv. Take part in project supervision in case of construction or rehabilitation of track, bridges and civil works;
- v. To prepare project quantity and cost estimates, plans and designs for civil projects;
- vi. To prepare periodical civil work progressive reports; and
- vii. To perform any other assignments in line with his/her career as may be assigned by supervisor.

1.0.47 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in Civil Engineering, or equivalent from recognized institution and has been registered by Engineers Registration Board as Professional Engineer with working experience of at least seven (7) years in related field.

1.0.48 SALARY SCALE: TRCS 08

1.0.49 SENIOR ENGINEER II (TELECOMMUNICATION) - 2 POSTS

1.0.50 DUTIES AND RESPONSIBILITIES

- To plan, design, constructions and maintenance of S &T equipment and systems;
- To oversee market utilization and expansion of the fibre optic cable along railway network;
- To install, maintain, and repair signals and telecommunication network and equipment;
- To take part in accident investigation in line with other departments;
- To take part in maintenance of train control, electronic warrant system, cargo/wagon tracking and its management system, yard radio, underground cables and internal office communications;
- To prepare reports, plans and designs for S&T projects;
- To prepare project quantity and cost estimates; and
- To preparation and submit periodical technical reports; and
- To perform any other related duties as assigned by supervisor.

1.0.51 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in Electrical Engineering, Telecommunication Engineering, Electronics Engineering, or equivalent from recognized institution and has been registered by Engineers Registration Board as Professional Engineer with working experience of at least seven (7) years in related field.

1.0.52 SALARY SCALE: TRCS 08

1.0.53 SENIOR ENGINEER II (MECHANICAL) - 2 POSTS

1.0.54 DUTIES AND RESPONSIBILITIES

- To prepare technical specifications, quantity and cost estimates for rolling stocks and equipment and gadgets for procurement purposes;
- To make inspection related to rolling stocks and equipment for monitor compliance and approved maintenance standards;

- iii. To rehabilitate rolling stock, equipment, plants and machineries as per plan and scheduled to good, quality and within budget cost;
- iv. To assure timely availability of rolling stock, machinery and equipment;
- v. To prepare and submit periodical technical reports to different users; and
- vi. To perform any other related duties as assigned by supervisor.

1.0.55 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in Mechanical Engineering, or equivalent from recognized institution and has been registered by Engineers Registration Board as Professional Engineer with working experience of at least seven (7) years in related field.

1.0.56 SALARY SCALE: TRCS 08

1.0.57 SENIOR ENGINEER II (AUTO ELECTRICAL) - 5 POSTS

1.0.58 DUTIES AND RESPONSIBILITIES

- i. To maintain records of maintenance of all electrical plants and quarries;
- ii. To arrange for technical specifications in procurement of electrical components and tools for quarries and other machineries;
- iii. To supervise development of safety rules in quarries and ensure practice of artificial respiration in case of fatal accidents/shock;
- iv. To supervise maintenance of crushing plants and electrical machineries at the quarries;
- v. To inspect all electrical machineries at the quarries and insulation level of conductors in rolling stock, machinery and buildings;
- vi. To administer preventive maintenance schedules for all electrical plants.
- vii. To prepare and submission for periodical technical reports; and
- viii. To perform any other related duties as assigned by supervisor.

1.0.59 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in Electrical Engineering, Electromechanical Engineering, Electronics Engineering, or equivalent from recognized institution and has been registered by Engineers Registration Board as Professional Engineer with working experience of at least seven (7) years in related field.

1.0.60 SALARY SCALE: TRCS 08

1.0.61 SENIOR ENGINEER I (MECHANICAL) - 2 POSTS

1.0.62 DUTIES AND RESPONSIBILITIES

- i. To prepare technical specifications, quantity and cost estimates for rolling stocks and equipment and gadgets for procurement purposes;
- ii. To inspection related to rolling stocks and equipment for monitor compliance and approved maintenance standards;
- iii. To rehabilitation of rolling stock, equipment, plants and machineries as per plan and scheduled to good, quality and within budget cost.
- iv. To assure timely availability of rolling stock, machinery and equipment;
- v. To prepare and submission for periodical technical reports to different users; and
- vi. To perform any other related duties as assigned by supervisor

1.0.63 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in Mechanical Engineering, or equivalent from recognized institution and has been registered by Engineers Registration Board as Professional Engineer with working experience of at least ten (10) years in related field.

1.0.64 SALARY SCALE: TRCS 09

1.0.65 SENIOR ENGINEER I (AUTO ELECTRICAL) - 2 POSTS

1.0.66 DUTIES AND RESPONSIBILITIES

- i. To maintain records of maintenance of all electrical plants and quarries;
- ii. To arranges for technical specifications in procurement of electrical components and tools for quarries and other machineries;
- iii. To supervise development of safety rules in quarries and ensure practice of artificial respiration in case of fatal accidents/shock;
- iv. To supervise maintenance of crushing plants and electrical machineries at the quarries;
- v. To inspect all electrical machineries at the quarries and insulation level of conductors in rolling stock, machinery and buildings;
- vi. To administer preventive maintenance schedules for all electrical plants;
- vii. To prepare and submit periodical technical reports; and

viii. To perform any other related duties as assigned by supervisor.

1.0.67 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in Electrical Engineering, Electromechanical Engineering, Electronics Engineering, or equivalent from recognized institution and has been registered by Engineers Registration Board as Professional Engineer with working experience of at least ten (10) years in related field.

1.0.68 SALARY SCALE: TRCS 09

1.0.69 PRINCIPAL ENGINEER II (CIVIL) - 1 POST

1.0.70 DUTIES AND RESPONSIBILITIES

- To supervise planning for infrastructure construction and maintenance of the track, bridges and other civil works or any other fixed assets;
- To conduct both planned and ad hock track and bridges inspections along the network;
- To coordinate with other sections the investigation and proceedings in case of any accident on the track;
- To supervise railway projects for construction or rehabilitation of track, bridges and civil works;
- To be custodian of project quantity and cost estimates, plans and designs for civil projects;
- To prepare periodical civil works progressive reports for the head of department; and
- To perform any other assignments in line with his/her career as may be assigned by supervisor.

1.0.71 QUALIFICATION AND EXPERIENCE

- Holder of Master Degree in Civil Engineering or equivalent from recognized institution and has been registered by Engineers Registration Board as Professional Engineer with working experience of at least thirteen (13) years in related field. Experience in monitoring and managing big construction project will be an added advantage.

1.0.72 SALARY SCALE: TRCS 10

GENERAL CONDITIONS

- i. **All applicants must be Citizens of Tanzania who are working 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. All applicants must route their application letters through their 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);

- vii. **A signed** application letters should be written either in Swahili or English and addressed to The Director General, Tanzania Railways Corporation, and P.O.BOX 76959 Dar es Salaam.
- xiii. Deadline for application is **7th November , 2023**;
- xiv. Only short listed candidates will be informed on a date for interview if any;
- xv. Presentation of forged certificates and other information will necessitate to legal action;
- xvii. Applicants should indicate their commitment to cover transfer costs.

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**