



**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF WORKS AND TRANSPORT  
TANZANIA AIRPORTS AUTHORITY**



**TEMPORARY EMPLOYMENT OPPORTUNITIES**

**Date:** 25<sup>th</sup> August, 2023

Tanzania Airports Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned airports with a commercially oriented Management style. As of implementing its Organizational Structure, TAA hereby invites applications from suitably qualified, creative and results driven candidates to fill the following vacant posts.

**Post Title: Assistant Airport Security Officer (101)**  
**Reports to: Director of Julius Nyerere International Airport or  
Director of Regional Airports**

**KEY DUTIES INCLUDED;**

- i. To provide screening services to departing passengers and cargo,
- ii. To control movement of people, vehicles and animals in the protected areas,
- iii. To prevent and spot any suspicious of theft and burglary at the airport,
- iv. To ensure security of passengers, aircrew/hostesses, flights and visitors at the airport,
- v. To ensure that passengers adhere to security procedures before boarding or disembarking the plane/flight,
- vi. To perform any other duties as may be assigned by supervisor.

**QUALIFICATIONS:**

Holder of Diploma in Sociology, Human Resources, Public Administration, International Relations, Linguistic, Public Relations, Business Administration and Certificate of Airport Security Awareness Training/STP 123 Basic Aviation Security or equivalent qualifications from a recognized Institution.

**Salary Scale – TAAS 3**

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**Post Title: Accounts Assistant (35 Post)**  
**Reports to: Director of Finance and Business**

**KEY DUTIES INCLUDE:**

- i. To prepare and maintain Accounting Register,
- ii. To prepare Payment Vouchers and Revenue receipts,
- iii. To maintain various Accounting Records,
- iv. To dispatch letters and accounting documents to bank reconciliation of impress, advances, deposit and bank accounts,
- v. To serves payers of fees or charges and other interested parties at payment counter and by telephone, answering questions regarding fees and charges,
- vi. To receive cash, credit card and check payments, records them, makes necessary change and receipts cash bills,
- vii. To input into the department computer cash payments sent by mail,
- viii. To investigate insufficient fund checks and makes re-deposits after clearance,
- ix. To operate data terminal to print various cash statements and notices,
- x. To post back fees and charges to rate books and suspense books for permanent record purposes,
- xi. To maintain data files by entering additions, changes and deletions and,
- xii. To perform other related duties as may be assigned by Supervisor.

**QUALIFICATIONS:**

Holder of Certificate of Accounting, ATEC I and Certificate of Airport Security Awareness Training equivalent qualifications from a recognized institution.

**Salary Scale – TAAS 2**

**Post Title: Airport Operations Officer II (18 Post)**  
**Reports to: Director of Julius Nyerere International Airport or  
Director of Regional Airports**

**KEY DUTIES INCLUDE:**

- i. To carry out regular airfield inspection on the maneuvering areas of airport and apron to ensure safety and serviceability of infrastructure and landing aids and report status,
- ii. To supervise services rendered by services contractor in the terminal building and public areas and ensure compliance to Service Level Agreement,
- iii. To ensure upkeep of airport airstrip (grass cutting, open drainage and cleanness),
- iv. To ensure quality services and serviceability of facilities in terminal building and public areas,
- v. To ensure availability and readiness of apron management services,

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- vi. To respond and provide assistance during airport emergencies as may be required/directed by senior operations officer,
- vii. To participate in the coordination and facilitation of VIP's and Heads of state,
- viii. To perform other duties as may be assigned by Supervisor.

#### **QUALIFICATIONS:**

Holder of Bachelor Degree in Business Administration, Human Resources, Public Administration, Public Relations, International Relations, Transport and Logistics Management and Certificate of Airport Security Awareness Training or equivalent qualifications from a recognized Institution.

**Salary scale: TAAS 4**

**Post Title: Customer Service Officer II (17 Post)**  
**Reports to: Director of Julius Nyerere International Airport or  
Director of Regional Airports**

#### **KEY DUTIES INCLUDED;**

- i. To identify customers and their needs,
- ii. To interact with airport customers to provide them with information and guidance on their inquiries regarding services provided,
- iii. To coordinate with other departments on customer care matters and provide reports daily, weekly, monthly, and annually,
- iv. To provide consistence customer care of the highest standards in accordance with professional ethics in the working environment,
- v. To communicate courteously with customers at all times by telephone, e-mail, letters, face to face, etc.
- vi. To facilitate training of other employees in customer care issues and encourage sharing of experience and,
- vii. To perform other duties as may be assigned by supervisor.

#### **QUALIFICATIONS:**

Holder of Bachelor Degree in Customer Care, Business Administration (Majoring in Marketing), Commerce, Marketing, Human Resource, Mass Communication, Tourism Management, Travel and Tourism, International Relations, Sociology and Certificate of Airport Security Awareness Training or equivalent qualifications from a recognized Institution.

**Salary Scale – TAAS 4**

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**Post Title: Statistician II (3 Post)**  
**Reports to: Director of Finance and Business**

**KEY DUTIES INCLUDED;**

- i. To designing questionnaire for various aviation statistical surveys,
- ii. To collect and process the statistical data and any other operational data from Aircraft operators, Ground handlers and other sources,
- iii. To carry out data reconciliation on monthly basis for Embarked Commercial Passengers with airline operators before submitting a report to TRA,
- iv. To prepare and distributes statistics reports to various stakeholders,
- v. To assisting in processing and analyzing airports data,
- vi. To keep the traffic statistical data in the data bank,
- vii. To reconcile the correctness and reliability of aviation and other operational data received from the regional airports and,
- viii. To perform any other duties assigned by immediate supervisor.

**QUALIFICATIONS:**

Holder of Bachelor Degree in Statistics, Mathematics and Statistics, Biostatistics, Statistics and Economics and Certificate of Airport Security Awareness Training or equivalent qualifications from recognized University/Institution.

**Salary Scale: TAAS 4**

**Post Title: Procurement and Supplies Officer II (3 Post)**  
**Reports to: Head of Procurement Unit**

**KEY DUTIES INCLUDED;**

**WORKS AND CONSULTANCY SERVICES**

- i. To prepare Quotation documents for various Works, in collaboration with user departments,
- ii. To prepare Procurement Inputs relating to Works and Consultancy Services for Tender Board presentation,
- iii. To seek approvals for Minor Works Procurements,
- iv. To invite Quotations for Minor Works,
- v. To prepare minor Works and Small Consultancy Services Contracts,
- vi. To Coordinate the Quotation openings,
- vii. To Prepare LPO's,
- viii. To attend to Audit Queries,
- ix. To prepare Procurement Reports and its submission on monthly, quarterly, Semi - Annually, annually basis where needed and,
- x. To perform other duties as may be assigned by Superior.

**GOODS AND NON CONSULTANCY SERVICES**

- i. To prepare quotation documents for various goods in collaboration with the user departments,
- ii. To coordinate procurement inputs relating to Goods and Non consultancy services for tender Board presentation.

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- iii. To seek approvals for minor value procurement,
- iv. To invite quotations for minor value procurement,
- v. To coordinate the quotation openings,
- vi. To coordinate minor value quotation analysis,
- vii. To prepare LPO's,
- viii. To prepare of procurement reports and its submission on monthly, quarterly, semi-annually and on annual basis where needed and,
- ix. To carry other duties as directed by supervisor.

#### **QUALIFICATIONS:**

Holder of Bachelor Degree in one of the following fields: Procurement and Supplies Management, Materials Management, Logistics Management, Commerce or Business Administration (majoring in Procurement and Supplies Management) and Certificate of Airport Security Awareness Training or equivalent qualifications from a recognized institution. The candidate must be registered by PSPTB as Graduate Procurement and Supplies Professional.

**Salary Scale: TAAS 4**

**Post Title: Marketing Officer II (1 Post)**  
**Reports to: Director of Finance and Business**

#### **KEY DUTIES INCLUDED;**

- i. To develop and implement sound airport promotional and customer visit plan in order to develop good business relations,
- ii. To collect market Intelligence data and information so as to identify threats and opportunities for management information and decision making,
- iii. To assist in developing strategies for promoting nationally, regionally as well as globally for management implementation,
- iv. To assist monitoring the implementation of Contracts for regulated Services,
- v. To maintain and update contract Register,
- vi. To assist in Developing, reviewing and implementing airport commercial and marketing plans,
- vii. To ensure agreements that are about to expire are reported timely for either renewal or termination,
- viii. To initiate new sources of revenue,
- ix. To prepare and submit monthly, quarterly, bi-annually and yearly commercial revenues for management use,
- x. To implement the marketing strategy with specific objectives and targets as agreed and,
- xi. To perform any other activity as may be assigned by Supervisor.

#### **QUALIFICATIONS:**

Holder of Bachelor Degree in Marketing, Commerce or Business Administration majoring in Marketing, Entrepreneurship and Certificate of Airport Security Awareness Training or equivalent qualifications from recognized institutions.

**Salary Scale: TAAS 4**

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**Post Title: ICT Officer II (3 Post)**

**Reports to: Director of Engineering and Technical Services**

**KEY DUTIES INCLUDED;**

**SYSTEMS ADMINISTRATOR**

- i. To assist in installing, configuration and supporting new hardware and application software for client / server,
- ii. To cooperate with network administrator and hardware systems sections to establish dependencies,
- iii. To perform maintenance activities, data and system backups and restoration,
- iv. To create and maintains user accounts,
- v. To propose hardware and software requirements,
- vi. To prepare of systems and technical documentations,
- vii. To perform quality assurance metrics and,
- viii. To perform other duties as may be directed by supervisor.

**DATABASE ADMINISTRATOR AND WEB MASTER**

- i. To design, develop and deploy websites,
- ii. To update and manage website,
- iii. To configure and manage website and application servers,
- iv. To publish information to the website as per website policy,
- v. To implement security policy for website and Unified Communication,
- vi. To facilitate the website content authors accessibility and contents standards,
- vii. To perform day to day backups and restorations of websites systems and contents,
- viii. To develop Website architecture, application models and user interface specifications,
- ix. To prepare functional, content, testing and technical specifications,
- x. To review technical considerations and constraints,
- xi. To develop and perform usability and testing integration and document test results,
- xii. To develop test procedures and performance assessment requirements,
- xiii. To prepare websites statistics reports for management,
- xiv. To recommend and implement corrective actions for performance improvements,
- xv. To implement and test database,
- xvi. To develop back and front-end database connectivity,
- xvii. To implement security policy and access control,
- xviii. To maintain physical organization of database objects,
- xix. To provide database client and user services and,
- xx. To perform other duties as may be assigned by supervisor.

**NETWORK ADMINISTRATOR**

- i. To design, install and configure LAN and WAN infrastructure,
- ii. To review LAN and WAN architecture,
- iii. To test network equipment and devices,
- iv. To implement network security plan, ensures network and systems security in terms of confidentiality, integrity & availability,
- v. To develop and implements preventive maintenance plan for the network,
- vi. To monitor and maintain software and hardware for optimal network performance,

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- vii. To review and update network configuration plan,
- viii. To analyze network problems, traffic and work out appropriate solutions,
- ix. To evaluate and recommend changes to current and future network requirements to meet needs,
- x. To implement the overall strategic goals of the network system,
- xi. To create and present reports regarding LAN and WAN performance,
- xii. To troubleshoot network systems and recommend improvements and,
- xiii. To perform other duties as may be assigned by supervisor.

### **SYSTEM ANALYST**

- i. To assist in training technical support staff,
- ii. To evaluate, implement and document enhancements,
- iii. To assist in identifying system platform, components and dependencies,
- iv. To identify software maintenance requirements,
- v. To prepare detailed analysis, design, and custom programming specifications and architecture,
- vi. To determine processes and software that ensure the quality, reliability, and system security,
- vii. To assist in performing systems validation and verification,
- viii. To collect information, analyse and evaluate existing or proposed systems,
- ix. To plan, install, configure, troubleshoot, maintain and upgrade operating systems,
- x. To troubleshoot and resolve hardware, software, and connectivity problems, including user access and component configuration,
- xi. To record and maintain hardware and software inventories, site and/or server licensing, and user access and security and,
- xii. To perform other duties as may be assigned by supervisor.

### **QUALIFICATIONS:**

Holder of Bachelor Degree or Advanced Diploma in Computer Science, Computer Engineering, Software Engineering, Information Technology, Database Administration, Computer Systems Analysis, Computer Systems Security, Network Administration, Web and Multimedia Administration, Computer Applications, Computer Programming and Certificate of Airport Security Awareness Training or equivalent qualifications from a recognized Institution. Relevant professional qualification such as MCITP, DBA, OCP, CISA, REDHAT, etc. is an added advantage.

**Salary Scale: TAAS 5**

**Post Title: Civil Engineer II (2 Post)**

**Reports to: Director of Engineering and Technical Services**

### **KEY DUTIES INCLUDED;**

- i. To ensure that capital projects are implemented as planned and designed and in accordance with the strategic plan, master plan and design standards,
- ii. To provide day to day oversight of all physical and capital planning activities including prioritizing resource allocations and coordinating the capital planning approval processes,
- iii. To coordinate the implementation of activities for capital projects and ensure that

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- budget and timelines are adhered to,
- iv. To inspect civil engineering infrastructures and buildings to ensure they are in good conditions and provide preventive maintenance services as per set schedules,
  - v. To advise on maintenance/repair alternatives and methods including necessary drawings, technical specifications, bills of quantities (BOQ) and cost estimates,
  - vi. To prepare tender documents and request for proposals for procurement of contractors and consultants and participate in tender openings and evaluation,
  - vii. To participate in preparation of contract documents for maintenance and development of airport works in liaison with the immediate supervisor and procurement unit,
  - viii. To provide technical advice to airport users on alterations or modifications of existing structures,
  - ix. To prepare departmental annual procurement programs according to set goals and deadlines,
  - x. To participate in the preparation of strategic plans and budget for the department,
  - xi. To supervise and monitor minor works to ensure implementation is done according to specifications and finished on time,
  - xii. To inspect, evaluate and prepare interim payment certificates for minor/small works,
  - xiii. To manage, train and develop civil engineering technicians and,
  - xiv. To perform any other duties as may be assigned supervisor.

**Post Title: Electrical Engineer II (7 Post)**  
**Reports to: Director of Engineering and Technical Services**

**KEY DUTIES INCLUDED;**

- i. To oversee the work of lower level technical support personnel,
- ii. To require broad knowledge of precedence in the specialist area and a solid knowledge of principles and practices of related technical area,
- iii. To require a broad knowledge of the application of engineering to plan and equipment constructability as applied to construction method and materials as well as the economic involved,
- iv. To assign and coordinate works to technician, senior technician, principal technician and graduate engineer or less experience engineer,
- v. To assist in selection of discipline personnel assigned engineering work and projects,
- vi. To require extensive and independent contact with clients, vendor's representatives and project field personnel. Attend and participate in client and airports meetings,
- vii. To provide engineering information by answering questions and requests,
- viii. Maintains product and company reputation by complying with government regulations,

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- ix. To keep equipment operational by coordinating maintenance and repair services; following established procedures; requesting special services,
- x. To provide technical direction and on the job training to subordinates and,
- xi. To perform any other duties as may be assigned by supervisor.

#### **QUALIFICATIONS:**

Holder of Bachelor Degree or Advanced Diploma in Civil Engineering, Mechanical Engineering, Electrical Engineering, Environmental Engineering and Certificate of Airport Security Awareness Training or equivalent qualifications from a recognized Institution. Must be registered by the Engineers Registration Board (ERB) as a Graduate Engineer.

**Salary scale: TAAS 5**

**Post Title: Civil Technician II (14 Post)**

**Reports to: Director of Engineering and Technical Services**

#### **KEY DUTIES INCLUDED;**

- i. To undertake daily inspection of all airports facilities so as to determine need for service or maintenance,
- ii. To carry out preventative maintenance and fault diagnosis on civil infrastructure and buildings so as to minimize breakdowns and maintenance costs and improve availability,
- iii. To carry out maintenance work at the Airport civil infrastructure and building in an orderly, smooth and regular inspection in accordance with preventive maintenance, Schedules/programs and liaise with supervisor for modifications, improvements, installations and commissioning work,
- iv. To assist the engineers and technicians and work as per their instructions and apply engineering solutions in order to solve technical problems and ensure compatibility, safety of system and reporting technical problems to engineers,
- v. To maintain an awareness of and comply with technical and SHE standards, regulations and procedures and ensure that "Safe Systems of Work" are complied with at all times,
- vi. To collect data for planning, maintain and update records whenever necessary,
- vii. To maintain a high standard of proficiency in own skill areas and,
- viii. To perform other duty as may be assigned by supervisor.

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**Post Title: Electrical Technician II (29 Post)**  
**Reports to: Director of Engineering and Technical Services**

**KEY DUTIES INCLUDED;**

- i. To undertake daily inspection of all airport facilities so as to determine need for service or maintenance,
- ii. To carry out preventative maintenance and fault diagnosis on plant and equipment so as to minimize breakdowns and maintenance costs,
- iii. Carry out maintenance of airport equipment and buildings in accordance with preventive maintenance schedules/programs,
- iv. To liaise with supervisor for modifications, improvements, installations and commissioning work,
- v. Assist the engineers and technicians and work as per their instructions and apply engineering solutions in order to solve technical problems and ensure compatibility, safety of system and reporting technical problems to engineers,
- vi. To maintain awareness and compliance with technical, safety health environment (SHE), standards, regulations and procedures.
- vii. To liaise with other airport users interested in making alterations or additions to existing structures,
- viii. To collect data for planning, maintain and update records whenever necessary,
- ix. Maintain a high standard of proficiency in own skill areas and,
- x. To perform any other duty as may be assigned by supervisor.

**Post Title: Electro-Mechanical/Mechanical Technician II (33 Post)**  
**Reports to: Director of Engineering and Technical Services**

**KEY DUTIES INCLUDED;**

- i. To undertake daily inspection of all airports facilities so as to determine need for service or maintenance,
- ii. To carry out preventative maintenance and fault diagnosis on plant and equipment so as to minimize breakdowns and maintenance costs and improve availability,
- iii. To carry out maintenance work at the Airport equipment and building in an orderly, smooth and regular inspection in accordance with preventive maintenance schedules/programs and liaise with supervisor for modifications, improvements, installations and commissioning work
- iv. To test various types of electro-mechanical/ mechanical equipment and related devices for conformity to standards and performance,
- v. To assemble and test experimental motor-control devices, switch panels, generator, solenoids, and other electrical equipment and components according to engineering data and knowledge of electrical principles,
- vi. To assists in the purchase of materials and production equipments including sourcing for quotations on costs of new projects,
- vii. To continuously undertake risk identification/originator and report to immediate

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- supervisor and/ or advise management on whether continued operation of equipment could be hazardous,
- viii. To maintain an awareness of and comply with technical and SHE standards, regulations and procedures and ensure that "Safe Systems of Work" are complied with at all times,
  - ix. To liaise with other airport users interested in making alterations or additions to existing structures,
  - x. To collect data for planning, maintain and update records whenever necessary,
  - xi. To maintain a high standard of proficiency in own skill areas,
  - xii. To perform any other duties as may be assigned supervisor.

### **QUALIFICATIONS:**

Holder of a Diploma (NTA 6) in Civil, Building, Electrical, Electro Mechanical/Mechanical, Electronics and Telecommunications and Certificate of Airport Security Awareness Training or Full Technician Certificate (FTC) in respective fields. The candidate must be computer literate.

### **Salary Scale – TAAS 3**

### **TENURE**

- TAA is an equal opportunity employer,
- ***Staff will be employed on temporary terms (1 Year).***

### **MODE OF APPLICATION.**

- i. All applicants must be Citizens of Tanzania;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in their application letter;**
- 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 who is retired from the Public Service for whatever reason should not apply;
- viii. An applicant should indicate three reputable referees with their reliable contacts;

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- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);
- x. 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);
- xi. Presentation of forged certificates and other information will necessitate to legal action;
- xii. The applicant who will submit the application through e-mail address provided bellow should attach all necessary attachments as one document or file in PDF format;
- xiii. Only short listed candidates will be informed on a date for interview;
- xiv. Deadline for application is on **7<sup>th</sup> September, 2023** and;
- xv. Interested applicants should submit their applications through [info@airports.go.tz](mailto:info@airports.go.tz) or to the following address.

**The Director General,  
Tanzania Airports Authority,  
1206 Kipwa Airport Street,  
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