

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

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15th August, 2018

VACANCIES ANNOUNCEMENT

On behalf of the Tanzania Railways Corporation (TRC) President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **33** vacant posts mentioned below;

1.0 TANZANIA RAILWAYS CORPORATION (TRC)

Tanzania Railways Corporation (TRC) was established by the Railways Act No. 10 of 2017 for the development, maintenance and promotion of rail infrastructure and rail transport services.

1.1 DIRECTOR OF CIVIL ENGINEERING INFRASTRUCTURE

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director General

Supervises: Manager for Civil Works, Manager for Plant and Machinery, and Manager for Permanent Way Maintenance

1.1.1 JOB OBJECTIVE

To oversee and provide expertise in the construction and maintenance of permanent way, bridges and culverts, offices, station buildings, quarries, plants & machinery and other railway related infrastructure as specified and agreed in the Corporate strategic plan, Business plan and Service Level Agreements.

1.1.2 DUTIES AND RESPONSIBILITIES

- i. Provides advice on matters pertaining to railway development and maintenance;
- ii. Formulates policies, procedures and standards for smooth management of railway infrastructures;

- iii. Plans and manage execution of construction, maintenance and development of rail infrastructure and assets;
- iv. Oversees development of technical standards and procedures for construction, maintenance and inspection of railway infrastructure;
- v. Manages construction of bridges and culverts;
- vi. Plans and manage construction and maintenance of SGR and MGR workshops and other operational buildings;
- vii. Oversees formulation of performance indices for quarries and civil engineering;
- viii. Oversees construction and maintenance of water supply systems;
- ix. Plans and supervise maintenance of track equipment, plants and quarries;
- x. Sets out specifications for civil engineering infrastructure;
- xi. Plans and budget for the capital required for the railway infrastructure development and maintenance;
- xii. Authorizes the modification of plant and all types of machinery within the Directorate;
- xiii. Participate in core strategic plans of the Corporation; and
- xiv. Performs other relevant duties as may be assigned by the Director General.

1.1.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Civil Engineering, Highway Engineering or equivalent qualifications from recognized institution with working experience of at least twelve (12) years of which five (5) years must be held in managerial positions.
- Must be registered by Engineers Registration Board as Professional Engineer.

1.1.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.1.5 TERMS OF SERVICE

5 years renewable

1.1.6 REMUNERATION

Salary Scale: TRCS 13

1.2 DIRECTOR OF SIGNALLING, TELECOMMUNICATION AND ELECTRIFICATION

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director General

Supervises: Manager for Signaling and Telecommunication, Manager for Electrification

1.2.1 JOB OBJECTIVE

To oversee and provide expertise in the installation, maintenance and support of Signaling, Telecommunication and Electrification railway related infrastructure as

specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.2.2 DUTIES AND RESPONSIBILITIES

- i. Provides leadership and support on matters pertaining to railway Signaling, Telecommunication and Electrification development and Maintenance;
- ii. Formulates policies, procedures and standards for smooth management of railways Signaling, Telecommunication and Electrification infrastructures;
- iii. Oversees development of technical standards and procedures for maintenance and inspection of railway Signaling, Telecommunication and Electrification infrastructure;
- iv. Plans for construction and maintenance of signaling and telecommunication and Electrification infrastructure;
- v. Set out specifications for Signaling and Telecommunication infrastructure;
- vi. Works closely with the Director of ICT on matters relating to Signaling and Telecommunication as agreed in the Service Level Agreements;
- vii. Plan and budget for the capital required for the railway Signaling, Telecommunication and Electrification infrastructure development and maintenance;
- viii. Participate in core strategic plans of the Corporation; and
- ix. Performs other relevant duties as may be assigned by the Director General.

1.2.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Telecommunication Engineering, Electrical Engineering, Computer Engineering, Electronics Engineering or equivalent qualifications from recognized institution with working experience of at least twelve (12) years of which five (5) years must be held in managerial positions.
- Must be registered by Engineers Registration Board as Professional Engineer

1.2.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.2.5 TERMS OF SERVICE

5 years renewable

1.2.6 REMUNERATION

Salary Scale: TRCS 13

1.3 DIRECTOR OF ROLLING STOCK

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director General

Supervises: Manager for Locomotive Maintenance, Manager for Freight Cars Maintenance, and Manager for Passenger Coaches Maintenance

1.3.1 JOB OBJECTIVE

To oversee and provide expertise on rolling stock with specific in procuring, remanufacturing, maintenance and repair of rolling stock as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.3.2 DUTIES AND RESPONSIBILITIES

- i. Oversees and provides advice on matters pertaining to rolling stock technical functions;
- ii. Formulates policies, procedures and standards for smooth undertakings of rolling stock technical functions;
- iii. Oversees design, re-manufacture of electrical/electronic facilities and rolling stock systems;
- iv. Oversees installation and maintenance of electrical/electronic facilities;
- v. Prepares specifications, technical standards procedures and manuals for procurement, maintenance and operation of rolling stock and other assets;
- vi. Plans maintenance on equipment including rolling stock;
- vii. Monitors and manages workshops performance and conducts maintenance audit of activities in zones and workshops;
- viii. Oversees the testing and commissioning of new and remanufactured rolling stock;
- ix. Responsible for the modification of rolling stock and all types of machinery in the workshops;
- x. Participate in core strategic plans of the Corporation; and
- xi. Performs any other relevant duties as may be assigned by the Director General.

1.3.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Mechanical Engineering, Automobile Engineering, Electromechanical Engineering, Electrical Engineering, Electronics Engineering or equivalent qualifications from recognized institution with working experience of at least twelve (12) years of which five (5) years must be held in managerial positions.

1.3.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.3.5 TERMS OF SERVICE

5 years renewable

1.3.6 REMUNERATION

1.4 DIRECTOR OF BUSINESS DEVELOPMENT

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director General

Supervises: Manager for Block Trains and General Freight Trains Manager for Commuter Trains and Long Distance Passenger Trains, Manager for Marketing and Research Manager for Land and Property

1.4.1 JOB OBJECTIVE

To coordinate the four business sections (Block Trains & General Freight Trains, Commuter Trains & Long Distance Passenger Trains, Marketing & Research and Land & Property) to ensure that business plans are developed to optimise the overall profitability ('financial bottom line') as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.4.2 DUTIES AND RESPONSIBILITIES

- i. Formulates sound business policies, strategies and plans to meet Corporate objectives;
- ii. Establishes strong business collaboration with logistic market leaders to increase potential customers' demand (passengers and freight) and develops service specifications to optimize potential revenue against costs;
- iii. Oversees costing and pricing based on market assessment;
- iv. Prepares proposals for tariff adjustments to the Board of Directors based on the prevailing economic conditions with the objective of enabling the corporation to operate profitably;
- v. Coordinates with other transport and logistic providers and facilitators in the central corridor to promote the intermodal and multimodal services;
- vi. Develop policies for providing focused customer services;
- vii. Establishes and maintain proper records on buildings, land and other properties and assesses the potential for business development;
- viii. Develops innovative utilization of land and buildings for commercial and economic use;
- ix. Provides advice on the acquisition, lease or disposal of properties as per corporate policy, guidelines and laws of the land;
- x. Makes agreements for rentals and fees payable for land, properties, sidings and wayleaves;
- xi. Participate in core strategic plans of the Corporation; and
- xii. Performs any other relevant duties as may be assigned by the Director General.

1.4.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Transport Management, Logistics Management, Freight and Forwarding, Marketing, Economics, Transport Economics, Business

Administration (majoring in either Marketing, Transport Management or Logistics Management) or equivalent qualifications from recognized institution with working experience of at least twelve (12) years of which five (5) years must be held in managerial positions.

1.4.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.4.5 TERMS OF SERVICE

5 years renewable

1.4.6 REMUNERATION

Salary Scale: TRCS 13

1.5 DIRECTOR OF RAILWAY OPERATIONS

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director General

Supervises: Manager for Freight Operations Manager for Customer Services, Manager for Traffic Control

1.5.1 JOB OBJECTIVE

To oversee smooth operation of Freight and Passengers Operations, Station Services and Traffic Control as specified and agreed in the Corporate strategic plan, Business plan and Service Level Agreements.

1.5.2 DUTIES AND RESPONSIBILITIES

- Provides safe railway operations to the specification agreed in Service Level Agreements;
- Oversees seamless train operations for Freight, Passenger and Station Services;
- Prepares periodical performance reports on reliability, punctuality and other aspects of operations;
- Advises on performance improvement of railway transport;
- Reviews railway operational objectives and performance targets, and advises business managers accordingly;
- Coordinates with other transport and logistic providers and facilitators in the central corridor to promote the intermodal and multimodal services;
- Advises on and oversees enforcement of freight and passenger operational policies and procedures;

- viii. Oversees the management of corporate governance and regulatory compliance procedures related to transportation activities;
- ix. Oversees operations according to laws, rules and regulations;
- x. Oversees timetable planning and traffic management;
- xi. Participate in core strategic plans of the Corporation; and
- xii. Performs any other relevant duties as may be assigned by the Director General.

1.5.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Transport Management, Logistics Management, Freight and Forwarding, Transport Economics, Business Administration majoring in Transport Management, Logistics Management or equivalent qualifications from recognized institution with working experience of at least twelve (12) years of which five (5) years must be held in managerial positions.

1.5.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.5.5 TERMS OF SERVICE

5 years renewable

1.5.6 REMUNERATION

Salary Scale: TRCS 13

1.6 DIRECTOR OF HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director General

Supervises: Manager for Human Resource Management, and for Administration

1.6.1 JOB OBJECTIVE

To oversee a fair and smooth provision for Human Resource Management and Administration services to effectively utilize Corporate Human Capital and adheres to the requirements of strategic Human Resources Management as specified and agreed in the Corporate strategic plan, Business plan and Service Level Agreements and in accordance with the Corporation's Staff Regulations, Policies, governing laws, Public Service guidance and directives given from time to time.

1.6.2 DUTIES AND RESPONSIBILITIES

- i. Formulates appropriate Human Resources and Administration policies and strategies related to recruitment, selection, retaining, placement, training and development, industrial relations and welfare, performance management

- systems and Human Capital Management System in line with the Business Plan and Corporate Plan;
- ii. Participate in core strategic plans of the Corporation;
 - iii. Oversee preparation and implementation of staff development plans to enhance and maintain the Human Resources knowledge and skills requirements throughout the Corporation;
 - iv. Serves as Secretariat to Management meetings;
 - v. Manage workability of the Corporate organization structures to ensure smooth deliverance of Human Resources and Administration services as well as in Railway Operation services so as to improve productivity;
 - vi. Develop and oversees implementation of Corporate and public ethics policies;
 - vii. Oversees assurance and adherence of internal Corporate rules and regulations as well as laws of the land governing public services;
 - viii. Develop and manage a competitive remuneration and motivating policies that are capable for attracting and reorganizing potential skills and talents in the Corporation to maintain staff retention;
 - ix. Ensure an appropriate and strategic Human Resources industrial relations policies and procedures that address to the harmonious industrial relations in the Corporation for a conducive work environment;
 - x. Manage staff performance management systems in the Corporation in a view to determine fair rewards and/or remedies when necessary;
 - xi. Overseer of staff welfare functions such as sports, gender issues, health insurance package and general staff health issues including HIV/Aids and non-communicable disease;
 - xii. Oversee provision of administrative services such as cleanness security services, transport, and all general utilities; and
 - xiii. Prepare monthly, quarterly and annual reports by consolidating directorate's progress reports highlighting areas of concern for necessary action;
 - xiv. Oversees the operations according to laws, rules and regulations; and
 - xv. Perform any other relevant duties as may be assigned by the Director General.

1.6.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Public Administration, Human Resources Management, Manpower Planning, Commerce/Business Administration majoring in Human Resources Management or equivalent qualifications from recognized institution with working experience of at least twelve (12) years of which five (5) years must be held in managerial positions.
- Government Human Resources Management Proficiency Certificate or Certificate in Qualifying Law Examination for Administrative officers will be an added advantage

1.6.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.6.5 TERMS OF SERVICE

5 years renewable

1.6.6 REMUNERATION

Salary Scale: TRCS 13

1.7 DIRECTOR OF FINANCE AND ACCOUNTS

Reporting Relationship

Appointed by: The Board of Directors
Reports to: Director General
Supervises: Staff under his/her Directorate

1.7.1 JOB OBJECTIVE

To ensure provision of sound financial services as specified and agreed in the Corporate strategic plan, Business plan and Service Level Agreements and in accordance with Financial Regulations, Standards and Policies.

1.7.2 DUTIES AND RESPONSIBILITIES

- i. Formulates and oversee implementation of Financial Management information systems in line with the Corporate strategy;
- ii. Prepares individual business section profit and loss accounts, and aggregates these into the annual Corporate profit and loss account;
- iii. Ensures revenues are promptly collected and banked according to the guidance provided by the corporate financial Regulations and policies.
- iv. Oversees books of accounts of the Corporation in accordance with the prescribed rules;
- v. Ensures proper documentation to support vouchers, including authorization according to regulations;
- vi. Compiles budget in consultation with other Directorates and monitoring the budgetary control procedures as may be laid down in the relevant orders and code rules from time to time;
- vii. Works with external and internal Auditors in adherence to the Public Finance Act and Regulations ;
- viii. Formulates sound financial policies, systems and procedures that ensure effective control and accountability of Corporate finances;
- ix. Plans, coordinates, implements and controls financial resources and accounting systems;
- x. Coordinates preparation of corporate budgets with respect to ceiling, budget analysis, implementation and adherence to approved levels;

- xi. Ensures effective management of the Corporate financial resources and revenues for maximum gains and returns;
- xii. Enforces adherence to financial and accounting systems, standards and regulations;
- xiii. Supervises preparation of the Corporate ad-hoc and Statutory Financial Reports;
- xiv. Ensures all transactions are conducted according to the Public Finance Act, Public Financial Regulations, Circulars, Policies and Procedures.
- xv. Ensures accuracy of all payments and ensure are effected according to the allocated budget;
- xvi. Ensures all transactions on revenue and expenditure are readily available when needed by relevant authorities;
- xvii. Ensures reconciliation of debtors, staff, creditors and stores accounts are appropriately done;
- xviii. Oversees the operations according to laws, rules and regulations;
- xix. Participate in core strategic plans of the Corporation; and
- xx. Perform any other relevant duties as may be assigned by the Director General.

1.7.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Accountancy, Finance, Commerce/Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institution plus CPA (T), ACCA, ACA or equivalent professional qualifications and registered by NBAA as Certified Public Accountant with advanced knowledge of Integrated Financial Management Systems and Accounting Packages and working experience of at least twelve (12) years of which five (5) years must be held in managerial positions.
- Must be registered by relevant Professional Board.

1.7.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.7.5 TERMS OF SERVICE

5 years renewable

1.7.6 REMUNERATION

Salary Scale: TRCS 13

1.8 DIRECTOR OF CORPORATE PLANNING AND INVESTMENT

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director General

Supervises: Planning Officers

1.8.1 JOB OBJECTIVE

To provide expertise relating to policy plans and budgetary matters for the Corporation as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements and in accordance with the national laws, policies and guidelines.

1.8.2 DUTIES AND RESPONSIBILITIES

- i. Formulates policies and procedures to promote efficient and effective systems for administration of the Corporation;
- ii. Coordinates preparation of the Corporation's plans and budget;
- iii. Prepares periodical performance reports of the Corporation to facilitate decision making process;
- iv. Formulates short and long term plans for efficient and effective management of the Corporation;
- v. Formulates corporate plan indicating business potential and strategies to meet corporation objectives;
- vi. Prepares investment appraisal and monitoring projects under execution;
- vii. Promote local and foreign investments in rail services and facilities;
- viii. Collects studies and analyzes statistics needed in the formulation and implementation of plans and budgetary proposals;
- ix. Oversees the operations according to laws, rules and regulations;
- x. Participate in core strategic plans of the Corporation and
- xi. Perform any other relevant duties as may be assigned by the Director General.

1.8.3 QUALIFICATION AND EXPERIENCE

Master's Degree either in Economics ,Statistics, Development Economics, Economic Planning, Project Planning and Management, Project Management and Evaluation or equivalent qualifications from recognized institution with working experience of at least twelve (12) years of which five (5) years must be held in managerial positions.

1.8.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.8.5 TERMS OF SERVICE

5 years renewable

1.8.6 REMUNERATION

Salary Scale: TRCS 13

1.9 DIRECTOR OF LEGAL SERVICES

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director General

Supervises: Legal Officers

1.9.1 JOB OBJECTIVE

To ensure provision of reliable legal services and guidance to the Corporation as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements in accordance with the law.

1.9.2 DUTIES AND RESPONSIBILITIES

- i. Provides strategic legal services and assistance;
- ii. Serves as Secretariat to Board meetings;
- iii. Custodian of legal documents and Seal of the Corporation;
- iv. Manages and co-ordinate litigation and other proceedings to which Corporation is party;
- v. Participates in all negotiations that requires legal expertise;
- vi. Represents the Corporation in court proceedings and quasi-judicial bodies;
- vii. Participates in the preparation of draft legislations, internal policies, rules and regulations;
- viii. Prepares standard contracts to ensure their legal correctness and completeness in consultation with the Attorney General Chambers;
- ix. Coordinates relationships with external providers of legal services on an ongoing basis;
- x. Oversees the proper conduct of business of the Board and provide the Board with legal advice and opinion on matters as may be required;
- xi. Arranges all meetings of the Board and its Committees in consultation of the Director General;
- xii. Coordinates and recommend policies and strategies necessary for the Corporation to undertake its legal mandate in railway business and ensure efficient and effective enforcement of legislations administered by the Corporation;
- xiii. Ensures a consistent review of statutes administered by the Corporation for purpose of effective and efficient railway management;
- xiv. Advises the Management on the proper interpretation and application of laws and on all agreements and matters in relation to functions of Corporation;
- xv. Coordinates issuance of directives and guidance on drafting of legal instruments, contracts, and ensure proper custody of the Corporation legal documents and seals;
- xvi. Co-operates with relevant Government on all legal matters related to the Corporation;
- xvii. Liaises with the Office of the Attorney General in all matters pertaining to national legal policies, directives and guidelines; and
- xviii. Oversees the operations according to laws, rules and regulations;
- xix. Participate in core strategic plans of the Corporation; and
- xx. Perform any other relevant duties as may be assigned by the Director General.

1.9.3 QUALIFICATION AND EXPERIENCE

Master's Degree in Law or equivalent qualifications from recognized institution plus admission and enrollment as an Advocate of the High Court with working experience of at least twelve (12) years of which five (5) years must be held in managerial positions.

1.9.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.9.5 TERMS OF SERVICE

5 years renewable

1.9.6 REMUNERATION

Salary Scale: TRCS 13

1.10 DIRECTOR OF ICT

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director General

Supervises: Head Application Systems, Head ICT Infrastructures and Head ICT Support Services

1.10.1 JOB OBJECTIVE

To assume overall responsibility of Strategic leadership, direct and oversees the Corporation's Information and Communication Technologies (ICT) department and facilitation of continuous Corporation business operations and cost-efficiency for both standard gauge railway (SGR) and meter gauge railway (MGR) as specified and agreed in the Corporate strategic plan, Business plan and Service Level Agreements.

1.10.2 DUTIES AND RESPONSIBILITIES

- i. Maintaining a sound understanding of the Railway businesses broader strategic direction and needs, and contribute to the development of initiatives to improve services to meet business requirements;
- ii. Prepares and oversee implementation of ICT strategic and operational plans/Enterprise architecture (EA) aligned with the Corporation's strategic direction;
- iii. Plays an active role in shaping the strategic direction of the Corporation's ICT initiatives in line with the Corporation's strategic plan;
- iv. Builds and maintain constructive relationships with other Heads of Departments and Managers at all levels, in order to provide them with high quality, well-supported ICT solutions that meet their business needs and supports their business processes;

- v. Keeping up-to-date with the most recent technologies and advising on what new technological solutions and their implementation will meet current and future Corporation's business and systems requirements;
- vi. Ensures that all necessary ICT tools, processes and systems are in place to meet the requirements of the business and contribute to the achievement of the Corporation's short, medium and long term goals for both SGR and MGR;
- vii. Liaise with the Corporation's Senior Management Team concerning the timely delivery of projects, and ensuring that accurate returns and reports on project progress are delivered;
- viii. Manages all ICT related projects within the Corporation, ensuring that they are delivered to required standards and on time in order to provide high quality ICT systems and services;
- ix. Oversees implementation of the Corporation's ICT security strategy and Disaster Recovery Plan;
- x. Develops and manage the planning and budgeting for the Corporation's ICT services to ensure that appropriate resources are made available for provision of best ICT services that are in line with the Corporation's organizational growth. This includes management of ICT budget, to produce budgetary proposals and to report on expenditure periodically based on the Corporation's reporting cycle;
- xi. Manages the personnel of the ICT Department, conducting annual staff appraisals of all departmental staff, ensuring that any training and development needs within the department are swiftly identified and actioned;
- xii. Ensures that all members of the ICT Department are aware of both the Corporation's strategic and operational goals, and they are kept accountable for their roles and actions;
- xiii. Oversees the implementation and maintenance of ICT infrastructure and Application Systems in line with the Corporation's growth plans, and changing business requirements or technological advancements;
- xiv. Directs and supervises subordinates to ensure they fulfill their duties;
- xv. Oversees the operations according to laws, rules and regulations;
- xvi. Works closely with the Director of Signaling, Telecommunication and Electrification on matters relating to Signaling and Telecommunication as agreed in the Service Level Agreements;
- xvii. Participate in core strategic plans of the Corporation; and
- xviii. Perform any other relevant duties as may be assigned by the Director General.

1.10.3 QUALIFICATION AND EXPERIENCE

- Master Degree either in Computer science, ICT, Computer Engineering, Computer Systems or equivalent qualification from recognized institution with working experience of at least twelve (12) years of which five (5) years must be held in managerial positions

1.10.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.10.5 TERMS OF SERVICE

5 years renewable

1.10.6 REMUNERATION

Salary Scale: TRCS 13

1.11 PRINCIPAL - TANZANIA INSTITUTE OF RAIL TECHNOLOGY

Reporting Relationship

Appointed by: The Board of Directors
Reports to: Director General
Supervises: Staff of the Institute and Students

1.11.1 JOB OBJECTIVE

To manage policies, rules, regulations and procedures in offering pedagogical education in Rail Industry with accordance to the approved curricular and mission of the Corporation as specified and agreed in the Corporate strategic plan, Business plan and Service Level Agreements.

1.11.2 DUTIES AND RESPONSIBILITIES

- i. Formulates appropriate policies for coordination and implementation of training programmes enshrined in the Tanzania Railway Corporation;
- ii. Develops strategies and operational plans in order to achieve training and capacity building objectives of the Corporation;
- iii. Plans and coordinates Institutes Training programs;
- iv. Prepares and manage the Institute's strategic plans, annual plans and budgets;
- v. Prepares and regularly submit periodic performance reports to the, TIRTEC Governing Council, Director General and Board of Directors;
- vi. Plans short and long term Institute development programme;
- vii. Prepares and facilitate training programs in collaboration with Directorate of Human Resources and Administration for the Corporation staff as per the training need assessment reports;
- viii. Recommends suitable and appropriate academic programmes, policies and procedures to the Governing Council;
- ix. Supervises recruitments and testing of new employees at the Institute level;
- x. Promotes efficiency in the academic activities related to training, research and consultancy on railway transport and related disciplines;
- xi. Facilitates learning (by teaching) of academic programmes in the Institute;
- xii. Improves Instructional methods and skills of instructors, develop curricular and technology content of syllabus;
- xiii. Provides Secretarial services to the Institute Board of Governors;

- xiv. Oversees the operations according to laws, rules and regulations;
- xv. Participate in core strategic plans of the Corporation; and
- xvi. Perform any other relevant duties as may be assigned by the Director General.

1.11.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Rail Transportation, Rail Technology, Transport Management, Logistics Management, Civil Engineering, Signals and Telecommunications Engineering, Mechanical Engineering, Electrical Engineering, Electronics Engineering or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.
- Must be registered by relevant Professional Board.

1.11.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.11.5 TERMS OF SERVICE

5 years renewable

1.11.6 REMUNERATION

Salary Scale: TRCS 12

1.12 HEAD OF PROCUREMENT MANAGEMENT

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director General

Supervises: Staff under his/her Unit

1.12.1 JOB OBJECTIVE

To provide technical expertise on matters pertaining to the procurement of goods, works, non-consultancy and consultancy services as well as disposal of public goods in accordance to Procurement laws and regulations and as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.12.2 DUTIES AND RESPONSIBILITIES

- i. Prepares annual procurement plan and its implementation strategy aligning to the business plan and budget;
- ii. Provides overall supervision of PMU and coordinate its functions;
- iii. Advises the Management on matters pertaining to the procurement of goods, works, non-consultancy and consultancy services and disposal of public goods;
- iv. Ensures that the Corporation adhere to procurement process and procedures as per Public Procurement Act;

- v. Procures, maintains and manages supplies, materials and services to support the logistical requirement of the Corporation;
- vi. Ensures proper handling and storage, adequate and timely distribution of office supplies and materials;
- vii. Ensures safe storage of inward and outwards goods;
- viii. Maintains and updates inventory of goods, supplies and disposal of public assets;
- ix. Acts as Secretary to the Tender Board as per Public Procurement Act;
- x. Supports Corporation Directorates and Units to obtain the best value of money in terms of price, quality and delivery, having regarded to set specifications;
- xi. Provides Secretarial services and functioning of the Tender Board;
- xii. Prepares tender documents and contracts for various tender awarded;
- xiii. Liaises with Procurement Regulatory Authorities and other Government organs dealing with Procurement issues;
- xiv. Coordinate and monitor fuel account for user Directorates and Units;
- xv. Facilitates communication with oil companies for supply and maintenance of equipment at fuelling installations;
- xvi. Prepares monthly reports for the Tender Board; and
- xvii. Maintains an archive of records of the procurement and disposal processes;
- xviii. Oversees the operations according to laws, rules and regulations;
- xix. Participate in core strategic plans of the Corporation; and
- xx. Perform any other relevant duties as may be assigned by the Director General.

1.12.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Procurement Management, Supplies Management, Logistics Management, Materials Management, Business Administration (majoring in Procurement and Supplies Management) or equivalent qualifications from recognized institutions with CPSP, CSP or equivalent professional qualifications and registered by PSPTB as Authorized Procurement Officer with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.
- Must be registered by relevant Professional Board.

1.12.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.12.5 TERMS OF SERVICE

5 years renewable

1.12.6 REMUNERATION

Salary Scale: TRCS 12

1.13 HEAD OF INTERNAL AUDIT

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director General

Supervises: Staff under his/her Unit

1.13.1 JOB OBJECTIVE

To monitor and examine the corporate adherence of policies, procedures, laws and provide technical expertise on matters pertaining to evaluation and improvement of risk management control systems for the Corporation to meet its targeted goals in accordance with the laws and as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.13.2 DUTIES AND RESPONSIBILITIES

- i. Coordinates, supervises and reviews of the financial audit, performance audit, systems audit and value for money audit;
- ii. Serves as Secretary to the Audit and Risk Management Committee;
- iii. Reviews and report on proper control over the receipt, custody and utilization of all financial resources;
- iv. Prepares strategic and annual audit plan;
- v. Carry out internal control audits and advise the management on the adequacy of internal control systems;
- vi. Reviews and report on the adequacy of action by the management in response to internal audit reports, and advice management on the implementation or recommendations made by the Controller and Auditor General;
- vii. Conducts performance audit on appraisal of development projects;
- viii. Liaises with external auditors on the annual audits and ensure that the external Auditors' reports are followed by management and implemented;
- ix. Undertakes periodic reviews to ascertain compliance of various guidelines, procedures and standards;
- x. Oversees the operations according to laws, rules and regulations;
- xi. Participate in core strategic plans of the Corporation; and
- xii. Perform any other relevant duties as may be assigned by the Director General.

1.13.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Auditing, Accountancy, Finance, Business Administration majoring in Accounting or Finance or equivalent qualifications from recognized institutions plus CPA (T) or ACCA, ACA, CIA, and registered by NBAA as Authorized Auditor with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.
- Must be registered by relevant Professional Board.

1.13.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.13.5 TERMS OF SERVICE

5 years renewable

1.13.6 REMUNERATION

Salary Scale: TRCS 12

1.14 HEAD OF PUBLIC RELATIONS

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director General

Supervises: Staff under his/her Unit

1.14.1 JOB OBJECTIVE

To establish and maintain mutual beneficial relationship and work as liaison between the Corporation and other public Institutions, public and stakeholders as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.14.2 DUTIES AND RESPONSIBILITIES

- i. Formulates, develop and recommend effective public relations for the Corporation covering wide range communications with government, public, private institutions and employees;
- ii. Designs and develop quality promotional materials by preparing adverts, leaflets, pamphlets, banners, newsletters with a view to attract the interest of the public as well as meeting the labour market demand;
- iii. Coordinates and organize public events;
- iv. Organizes and prepare press release, feature articles, arranging for interviews, conferences, seminars, presentations, public appearances of the Corporation's executives and other outdoor activities;
- v. Coordinates and arrange meetings of the Corporation's official visitors by providing correct information and proper time table;
- vi. Creates awareness to the general public on railway business through exhibitions, marketing campaigns, seminars, conferences and workshops;
- vii. Monitors public perception about the Corporation's performance by analyzing media coverage, stakeholders and advise the management accordingly;
- viii. Initiates, communicates and coordinates the Corporation's social responsibility support;
- ix. Oversees the operations according to laws, rules and regulations;
- x. Participate in core strategic plans of the Corporation; and

- xi. Perform any other relevant duties as may be assigned by the Director General.

1.14.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Mass Communication, Journalism, Public Relations, Advertising or equivalent qualifications from recognized institutions with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.

1.14.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.14.5 TERMS OF SERVICE

5 years renewable

1.14.6 REMUNERATION

Salary Scale: TRCS 12

1.15 HEAD OF SAFETY AND SECURITY SERVICES

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director General

Supervises: Staff under his/her Unit

1.15.1 JOB OBJECTIVE

To provide technical advice in enhancing Rail safety and security as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.15.2 DUTIES AND RESPONSIBILITIES

- i. Provides and formulate safety policies, aimed at reducing or eliminating accidents;
- ii. Follows up of accidents investigations and stipulation of rules and procedures for ordering, conducting and finalization of train accident inquiries;
- iii. Formulates and oversees risk analysis strategies in rail operations and advise on its implementations;
- iv. Provides safety auditing of maintenance and operating standards as per manuals and orders stipulated;
- v. Makes follow up on actions being taken to remedy causes of accidents and ensure that all levels of management are complying with directives;
- vi. Develops rules and procedures for accidents relief arrangements and follow up the management of same in case of train accidents;
- vii. Advices on safety matters related to rail transportation, mechanical engineering, civil engineering, signals and telecommunication;

- viii. Conducts field inspections for compliance to Safety Standards to avoid train or other accidents;
- ix. Protects systems, sites and buildings against theft, fraud, vandalism and sabotage;
- x. Safeguards all entrusted goods in transit to neighbouring countries up to their destination; and
- xi. Develops and execute an enterprise-wide disaster recovery and business continuity plan (safety).
- xii. Oversees the operations according to laws, rules and regulations;
- xiii. Participate in core strategic plans of the Corporation; and
- xiv. Perform any other relevant duties as may be assigned by the Director General.

1.15.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Civil Engineering, Mechanical Engineering, Electrical Engineering, Telecommunication Engineering, Marketing or Business Administration majoring in Marketing or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) must be held in managerial positions.
- Must be registered by relevant Professional Board.

1.15.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.15.5 TERMS OF SERVICE

5 years renewable

1.15.6 REMUNERATION

Salary Scale: TRCS 12

1.16 ZONAL MANAGER

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director General

Supervises: Staff under his/her Zone

1.16.1 JOB OBJECTIVE

To oversee rail operations in the zonal level by ensuring a smooth provision of track maintenance, rail transport, rail business as well as general management for the Corporation to meet its targeted goals in accordance to specified and agreed Corporate strategic plan, Business plan and Service Level Agreements.

1.16.2 DUTIES AND RESPONSIBILITIES

- i. Prepares Zonal Annual Plan and Budget by consolidating sections annual plans and budget in line with corporate business and strategic plan;
- ii. Coordinates the Development of Zone Strategic Plan by involving stakeholders in order to set Zone railway business priorities which are in line with Corporation plan;
- iii. Facilitate the implementation of quality assurance function in the zone in line with Railways Quality Assurance standards;
- iv. Promotes quality in railways business by providing standards, curricula and guidelines to ensure quality and uniformity in railway service delivery;
- v. Manage human resource, finance and administration function, business development and operations at zonal level;
- vi. Coordinates mechanical and/or electrical functions, maintenance of locomotives, wagons, coaches electrical installations, plants, machines and equipment at zonal level;
- vii. Organizes preparation of specifications, technical standards, procedures and manuals for procurement, maintenance and operation of assets at zonal level;
- viii. Issues certificate for speed potential of rolling stock and locomotives;
- ix. Formulates plans for maintenance facilities to meet corporate objective and refers to corporate development function;
- x. Coordinates the construction and maintenance works for permanent way, bridges, buildings and other fixed structures;
- xi. Ensures stipulation of technical standards and procedures for construction, maintenance and rehabilitation of assets, management of quarries;
- xii. Provides professional engineering and architectural services and other functions at zonal level;
- xiii. Coordinate Corporation marketing plans, carry out research for existing and potential markets and oversee the transportation function by reviewing and advice on the business viability of stations, private sidings, branch lines and port terminals;
- xiv. Addresses cross cutting issues related to gender awareness sensitization, HIV/AIDS, occupational health and safety and environment amongst in the zone through guidelines and educative measures for creating of awareness of the same.
- xv. Oversees the operations according to laws, rules and regulations;
- xvi. Participate in core strategic plans of the Corporation; and
- xvii. Perform any other relevant duties as may be assigned by the Director General.

1.16.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Civil Engineering, Telecommunication Engineering, Mechanical Engineering, Highway Engineering, Electrical Engineering, Computer Engineering, Economics, Transport Economics, Transport Management, Logistics Management, Freight and Forwarding, Law, Business Administration, Marketing, Finance, Accountancy, Human Resources/Administration or

equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years be held in managerial positions.

1.16.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.16.5 TERMS OF SERVICE

5 years renewable

1.16.6 REMUNERATION

Salary Scale: TRCS 12

1.17 MANAGER FOR CIVIL WORKS

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Civil Engineering Infrastructure

Supervises: Staff under his/her Section

1.17.1 JOB OBJECTIVE

To manage construction and maintenance of permanent way, bridges and culverts, offices, stations buildings, quarries, plants & machinery and other railway related infrastructure as specified and agreed in the Corporate strategic plan, Business plan and Service Level Agreements.

1.17.2 DUTIES AND RESPONSIBILITIES

- i. Executes development and maintenance of railway infrastructure and assets;
- ii. Constructs and maintains civil works & structures (formation, bridges, via ducts, culverts, retaining walls, drainage ditches);
- iii. Constructs and maintain workshops and other operations buildings;
- iv. Operates, maintain and service railway operating equipment;
- v. Maintains accidents recovery equipment and machineries; and
- vi. Maintains and repair of wayside train control gadgets;
- vii. Negotiates Service Level Agreements with Business Section Managers;
- viii. Participate in core strategic plans of the Corporation; and
- ix. Performs any other relevant duties as may be assigned by supervisor.

1.17.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Civil Engineering, Highway Engineering or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.
- Must be registered by Engineers Registration Board as Professional Engineer.

1.17.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.17.5 TERMS OF SERVICE

Permanent and Pensionable

1.17.6 REMUNERATION

Salary Scale: TRCS 11

1.18 MANAGER FOR PLANT AND MACHINERY

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Civil Engineering Infrastructure

Supervises: Staff under his/her Section

1.18.1 JOB OBJECTIVE

Manage maintenance of plants & machinery and other railway related equipment used in civil works as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.18.2 DUTIES AND RESPONSIBILITIES

- i. Maintains plant and machineries throughout the railway system;
- ii. Undertakes installation and repair electricity in the electrical machines;
- iii. Performs services to the infrastructure handling equipment and auxiliary plants;
- iv. Prepares and maintain plant and machinery records;
- v. Rehabilitates and repair plants and equipment;
- vi. Manage maintenance schedule and spare parts for the plant and machineries;
- vii. Negotiates Service Level Agreements with Business Section Managers;
- viii. Participate in core strategic plans of the Corporation; and
- ix. Performs any other relevant duties as may be assigned by supervisor.

1.18.3 QUALIFICATION AND EXPERIENCE

- Master's Degree in Mechanical Engineering or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions. Must be registered by Engineers Registration Board as Professional Engineer.

1.18.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.18.5 TERMS OF SERVICE

Permanent and Pensionable

1.18.6 REMUNERATION

Salary Scale: TRCS 11

1.19 MANAGER FOR PERMANENT WAY MAINTENANCE

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Civil Engineering Infrastructure

Supervises: Staff under his/her Section

1.19.1 JOB OBJECTIVE

Manage construction and rehabilitation of permanent way including ballast, sleepers, rails, rail fastening, rail turnouts, bridges and culverts, and other track related infrastructure as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.19.2 DUTIES AND RESPONSIBILITIES

- i. Undertakes inspection of permanent way;
- ii. Prepares project appraisal and supervise rehabilitation of permanent way;
- iii. Conducts maintenance and services for motor vehicles, tracks and plants;
- iv. Conducts civil works and structures (formation, bridges, culverts, retaining walls and drainage ditches);
- v. Survey and monitor track maintenance requirement and schedule the maintenance works;
- vi. Undertakes short and long term relaying works;
- vii. Manages quarries operations; and
- viii. Performs stone ballasting and dressing works;
- ix. Negotiates Service Level Agreements with Business Section Managers;
- x. Participate in core strategic plans of the Corporation; and
- xi. Performs any other relevant duties as may be assigned by supervisor.

1.19.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Civil Engineering, Highway Engineering or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions. Must be registered by Engineers Registration Board as Professional Engineer

1.19.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.19.5 TERMS OF SERVICE

Permanent and Pensionable

1.19.6 REMUNERATION

Salary Scale: TRCS 11

1.20 MANAGER FOR SIGNALLING AND TELECOMMUNICATION

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Signaling, Telecommunication and Electrification

Supervises: Staff under his/her Section

1.20.1 JOB OBJECTIVE

To manage the installation, maintenance and support of Signaling, Telecommunication and Electrification railway related infrastructure as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.20.2 DUTIES AND RESPONSIBILITIES

- Plans for construction of signaling and telecommunication radio infrastructure;
- Installs, maintain and repair of SGR/MGR signaling and telecommunication network;
- Maintains way side train control facilities;
- Undertakes preventive maintenance of signaling & telecommunication and radio equipment;
- Undertakes inspection of signaling & telecommunication infrastructure and radio equipment;
- Survey and monitor signal & telecommunication infrastructure requirement and schedule the maintenance works;
- Negotiates Service Level Agreements with Business Section Managers;
- Participate in core strategic plans of the Corporation; and
- Performs any other relevant duties as may be assigned by supervisor.

1.20.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Telecommunication Engineering, Electronics Engineering, Computer Engineering or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.
- Must be registered by Engineers Registration Board as Professional Engineer.

1.20.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.20.5 TERMS OF SERVICE

Permanent and Pensionable

1.20.6 REMUNERATION

Salary Scale: TRCS 11

1.21 MANAGER FOR ELECTRIFICATION

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Signaling, Telecommunications and Electrification

Supervises: Staff under his/her Section

1.21.1 JOB OBJECTIVE

To manage the installation, maintenance and support of railway Electrification/Catenary systems and related infrastructure as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.21.2 DUTIES AND RESPONSIBILITIES

- i. Plans, develop, operate and maintain SGR electrification systems;
- ii. Installation of sub stations and catenary systems for SGR;
- iii. Monitors transmission line at 25kV and auto transformer for SGR;
- iv. Electricals wiring on offices , workshops, coaches and yards;
- v. Installs, inspect and maintain electrical/electronic facilities;
- vi. Designs and re-manufacture electrical/electronic facilities;
- vii. Repairs electrical machines and equipment;
- viii. Negotiates Service Level Agreements with Business Section Managers;
- ix. Participate in core strategic plans of the Corporation; and
- x. Performs any other relevant duties as may be assigned by supervisor.

1.21.3 QUALIFICATION AND EXPERIENCE

- Master's Degree in Electrical Engineering or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions in related field. Must be registered by Engineers Registration Board as Professional Engineer

1.21.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.21.5 TERMS OF SERVICE

Permanent and Pensionable

1.21.6 REMUNERATION

Salary Scale: TRCS 11

1.22 MANAGER FOR LOCOMOTIVE MAINTENANCE

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Rolling Stock

Supervises: Staff under his/her Section

1.22.1 JOB OBJECTIVE

To manage remanufacturing, maintenance, general services and repair of locomotives and associated rolling stock as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.22.2 DUTIES AND RESPONSIBILITIES

- i. Monitor, schedule and undertake preventive, corrective and overhaul maintenance of locomotives;
- ii. Examines incoming and outgoing locomotives;
- iii. Undertakes minor and medium repair and maintenance of locomotives;
- iv. Examines and attend accidents involving locomotives;
- v. Designs and re-manufacture of locomotives;
- vi. Prepares specifications, technical standards procedures and manuals for operations of locomotives;
- vii. Conducts audit of maintenance activities in main workshops and zones;
- viii. Negotiates Service Level Agreements with Business Section Managers;
- ix. Participate in core strategic plans of the Corporation; and
- x. Performs any other relevant duties as may be assigned by supervisor.

1.22.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Mechanical Engineering, Automobile Engineering, Electromechanical Engineering, Electrical Engineering, Electronics Engineering or equivalent qualifications from recognized institution with working experience of

at least nine (9) years of which five (5) years must be held in managerial positions.

- Must be registered by Engineers Registration Board as Professional Engineer.

1.22.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.22.5 TERMS OF SERVICE

Permanent and Pensionable

1.22.6 REMUNERATION

Salary Scale: TRCS 11

1.23 MANAGER FOR FREIGHT CARS MAINTENANCE

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Rolling Stock

Supervises: Staff under his/her Section

1.23.1 JOB OBJECTIVE

To manage remanufacturing, maintenance, general services and repair of freight cars and associated rolling stock as specified and agreed in the Corporate strategic plan, Business plan and Service Level Agreements.

1.23.2 DUTIES AND RESPONSIBILITIES

- i. Manages re-manufacturing function of freight cars;
- ii. Coordinates preventive and corrective maintenance of freight cars;
- iii. Coordinates and manage schedule of services for freight cars;
- iv. Coordinates acquisition of spare parts for rehabilitating and maintaining freight cars;
- v. Carries out inspection of production of spare parts and rehabilitation of freight cars; and
- vi. Conducts audit of maintenance activities in main workshops and zones;
- vii. Negotiates Service Level Agreements with Business Section Managers;
- viii. Participate in core strategic plans of the Corporation; and
- ix. Performs any other relevant duties as may be assigned by supervisor.

1.23.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Mechanical Engineering, Automobile Engineering, Electromechanical Engineering, Electrical Engineering, Electronic Engineering or

equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.

- Must be registered by Engineers Registration Board as Professional Engineer.

1.23.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.23.5 TERMS OF SERVICE

Permanent and Pensionable

1.23.6 REMUNERATION

Salary Scale: TRCS 11

1.24 MANAGER FOR PASSENGER COACHES MAINTENANCE

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Rolling Stock

Supervises: Staff under his/her Section

1.24.1 JOB OBJECTIVE

To manage re-manufacturing, maintenance, general services and repair of passengers coaches and associated rolling stock as specified and agreed in the Corporate strategic plan, Business plan and Service Level Agreements.

1.24.2 DUTIES AND RESPONSIBILITIES

- i. Manages re-manufacturing function of passenger coaches;
- ii. Monitor, schedule and undertake preventive, corrective and overhaul maintenance of passenger coaches;
- iii. Monitors, schedules and undertakes preventive, corrective and heavy maintenance of passenger coaches;
- iv. Coordinates acquisition of spare parts for rehabilitation and maintenance of passenger coaches;
- v. Carries out inspection of production of spare parts and rehabilitation of passenger coaches;
- vi. Conducts audit of maintenance activities in main workshops and zones;
- vii. Negotiates Service Level Agreements with Business Section Managers;
- viii. Participate in core strategic plans of the Corporation; and
- ix. Performs any other relevant duties as may be assigned by supervisor.

1.24.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Mechanical Engineering, Automobile Engineering, Electromechanical Engineering, Electrical Engineering, Electronic Engineering or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.
- Must be registered by Engineers Registration Board as Professional Engineer.

1.24.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.24.5 TERMS OF SERVICE

Permanent and Pensionable

1.24.6 REMUNERATION

Salary Scale: TRCS 11

1.25 MANAGER FOR BLOCK TRAINS AND GENERAL FREIGHT TRAINS

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Business Development

Supervises: Staff under his/her Section

1.25.1 JOB OBJECTIVE

To develop and implement business strategies and plans for Block Trains and General Freight Trains (as separate units) including cost and pricing policies for rail business profitability as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.25.2 DUTIES AND RESPONSIBILITIES

- i. Leads the Block and General Freight section;
- ii. Develops business strategies and plans, including cost and pricing policies for rail business profit optimization;
- iii. Identifies potential Block and General Freight Train services to meet customer strategic needs;
- iv. Liaises with Tanzania Ports Authority and other logistic stakeholders over development of integrated block train opportunities;
- v. Identifies railway business investment opportunities and provides recommendations to managers;
- vi. Establishes commercial relations with potential customers and strikes commercial deals that will add profitability to the Section and Corporation;
- vii. Establishes Freight Management System and monitors operational performance;
- viii. Handles customer enquiries and updates customers' profiles;

- ix. Negotiates and monitors implementation of 'Service Level Agreements' with the Director of Railway Operations on Block and General Freight train services;
- x. Optimizes the 'financial bottom line' for Block Trains and for General Freight Trains (separate units);
- xi. Submits monthly and annual Commercial Reports to the Director of Business Development;
- xii. Compiles annual Profit & Loss Accounts for the Block Trains and General Freight trains;
- xiii. Participate in core strategic plans of the Corporation; and
- xiv. Performs any other relevant duties as may be assigned by his/her Supervisor.

1.25.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Transport Management, Logistics Management, Freight and Forwarding, Marketing, Economics, Transport Economics or Business Administration (majoring in either Marketing, Transport Management or Logistics Management) or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.

1.25.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.25.5 TERMS OF SERVICE

Permanent and Pensionable

1.25.6 REMUNERATION

Salary Scale: TRCS 11

1.26 MANAGER FOR COMMUTER TRAINS AND LONG DISTANCE PASSENGER TRAINS

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Business Development

Supervises: Staff under his/her Section

1.26.1 JOB OBJECTIVE

To develop and implement business strategies and plans for Commuter Trains and Long Distance Passenger Trains including cost and pricing policies for rail business profitability as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.26.2 DUTIES AND RESPONSIBILITIES

- i. Leads the Commuter Trains and Long Distance Passenger Trains Section;
- ii. Develops business strategies and plans for Commuter Trains and Long Distance Passenger Trains, including cost and pricing policies;
- iii. Identifies potential new profitable train services to meet customer needs;
- iv. Advises on fare structures appropriate for the market;
- v. Identifies investment opportunities and provides recommendations;
- vi. Negotiates and monitors implementation of 'Service Level Agreements' with the Director of Railway Operations;
- vii. Optimises the 'financial bottom line' for Commuter Trains and for Long Distance Passenger Trains;
- viii. Compiles annual Profit & Loss Accounts for Commuter Trains and for Long Distance Passenger Trains;
- ix. Submits monthly Commercial Reports to the Director of Business Development;
- x. Handles customer enquiries;
- xi. Participate in core strategic plans of the Corporation; and
- xii. Performs any other relevant duties as may be assigned by his/her Supervisor.

1.26.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Transport Management, Logistics Management, Freight and Forwarding, Marketing, Economics, Transport Economics, Business Administration (majoring in either Marketing, Transport Management or Logistics Management) or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.

1.26.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.26.5 TERMS OF SERVICE

Permanent and Pensionable

1.26.6 REMUNERATION

Salary Scale: TRCS 11

1.27 MANAGER FOR MARKETING AND RESEARCH

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Business Development

Supervises: Staff under his/her Section

1.27.1 JOB OBJECTIVE

To develop and implement marketing strategies and plans for researching customers, to advertise the Corporation, to undertake research relating to the Corporation's business and to advise managers in the attainment of its targeted goals as specified and agreed in the Corporate strategic plan, Business plan and Service Level Agreements.

1.27.2 DUTIES AND RESPONSIBILITIES

- i. Develops a marketing strategy and a marketing plan in collaboration with other sections and monitors their implementation;
- ii. Researches and evaluates business opportunities, customer needs and advises accordingly;
- iii. Manages marketing, advertising and selling of services and products of the Corporation;
- iv. Advises on changes to market and customer preferences and adjusts the marketing strategy and the marketing plan accordingly;
- v. Negotiates with media agencies and secures agreements for promotional, marketing and branding of the Corporation's business;
- vi. Negotiates and monitors implementation of 'Service Level Agreements' with the Director of Railway Operations;
- vii. Analyzes sales statistics to determine business growth of the Corporation and advise accordingly;
- viii. Prepares promotional strategies and promotional materials;
- ix. Develop opportunities for revenue generation from non-core activities such as rental charges from retail outlets and billboards at stations.
- x. Proposes and manages linkages with other business partners;
- xi. Participate in core strategic plans of the Corporation; and
- xii. Performs any other relevant duties that may be assigned by his/her Supervisor.

1.27.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Marketing, Entrepreneurship, Business Administration majoring in Marketing or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.

1.27.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.27.5 TERMS OF SERVICE

Permanent and Pensionable

1.27.6 REMUNERATION

Salary Scale: TRCS 11

1.28 MANAGER FOR LAND AND PROPERTY

Reporting Relationship

Appointed by: The Board of Directors
Reports to: Director of Business Development
Supervises: Staff under his/her Section

1.28.1 JOB OBJECTIVE

To manage, develop, and promote land and properties for business purposes as specified and agreed in the Corporate strategic plan, Business plan and Service Level Agreements.

1.28.2 DUTIES AND RESPONSIBILITIES

- i. Provides accurate information and advice on the proper utilization of land and buildings for commercial and economic use;
- ii. Provides advice on the acquisition, lease or disposal of land as per policy/guidelines;
- iii. Maintains proper records on buildings, land and other properties;
- iv. Facilitates collection of rentals and fees payable for sidings and wayleaves;
- v. Manages, develops and promotes land and properties for business purposes;
- vi. Facilitates and monitors processes of construction and rehabilitation of offices, stations and other buildings;
- vii. Participate in core strategic plans of the Corporation; and
- viii. Performs any other relevant duties as may be assigned by his/her Supervisor.

1.28.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Land Management and Valuation, Property Management, Estate Management or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.
- Must be registered by respective Professional Registration Board.

1.28.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.28.5 TERMS OF SERVICE

Permanent and Pensionable

1.28.6 REMUNERATION

Salary Scale: TRCS 11

1.29 MANAGER FOR FREIGHT OPERATIONS

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Railway Operations

Supervises: Staff under his/her Section

1.29.1 JOB OBJECTIVE

To manage the provision of safe, reliable and efficient Block Train and General Freight Train services in accordance with Service Level Agreements made with the Business Sections as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.29.2 DUTIES AND RESPONSIBILITIES

- i. Negotiates Service Level Agreements with Business Section Managers;
- ii. Facilitates safe and expeditious movement of freight trains throughout the system;
- iii. Monitors and controls status and performance of rail operations;
- iv. Coordinates operations and maintenance staff to minimize service interruptions;
- v. Coordinates on-site or remote activities during emergency or unusual incident situations, and assists in isolating the incident area from movement of trains;
- vi. Reports accidents and claims issues arising within the system and reports to the higher authority;
- vii. Oversees marshalling functions at yards;
- viii. Keeps registers of terminal wagons and ensures turnaround of rolling stock is maintained as per commercial standards;
- ix. Maintains quality information by tracking data from the Freight Management System;
- x. Coordinates periodical inspections and is custodian of records;
- xi. Works closely with Rolling Stock Directorate to oversee and schedule fleet maintenance and repair;
- xii. Plans, develops, organizes, manages, and evaluate the operations and budget for freight section;

- xiii. Coordinates activities of staff under freight section in relation to transportation operations including loading, dispatching, routing, off-loading and tracking freight wagons;
- xiv. Work closely with other transport and logistics stakeholders to promote the intermodal and multimodal freight services in streamlining the flow of goods across international borders and through customs;
- xv. Oversees production of train crew rosters;
- xvi. Participate in core strategic plans of the Corporation; and
- xvii. Performs any other relevant duties as may be assigned by his/her Supervisor.

1.29.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Transport Management, Logistics Management, Freight and Forwarding, Transport Economics, Business Administration (majoring in Transport Management or Logistics Management) or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.

1.29.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.29.5 TERMS OF SERVICE

Permanent and Pensionable

1.29.6 REMUNERATION

Salary Scale: TRCS 11

1.30 MANAGER FOR CUSTOMER SERVICES

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Railway Operations

Supervises: Staff under his/her Section

1.30.1 JOB OBJECTIVE

To manage the customer services for safe, reliable and efficient commuter and long distance passenger train services in accordance with Service Level Agreements made with the Business Sections. Enhance passengers' satisfaction through provision of best services at stations and manage, develop, and promote proper utilization of stations to optimize profits for the Corporation as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.30.2 DUTIES AND RESPONSIBILITIES

- i. Negotiates Service Level Agreements with Business Section Managers.

- ii. Facilitates safe and expeditious movement of passenger trains throughout the system;
- iii. Maintain customer records for commuter and long distance train services;
- iv. Identify and analyse customer requirements for commuter and long distance train services and advise the management on proper course of action;
- v. Receive, handle and process customers complains and grievances; and
- vi. Analyse customers' invoices and tickets to ensure correctness.
- vii. Reports accidents and claims issues arising within the system and reports to the higher authority;
- viii. Monitors and controls status and performance of rail stations, yards and facilities;
- ix. Ensures cleanliness of passenger coaches and stations;
- x. Coordinates operations and maintenance staff to minimize service interruptions;
- xi. Assists in coordinating emergency operations with field personnel and other Directorates;
- xii. Works closely with Rolling Stock Directorate to ensure that passenger rolling stock is maintained as per technical/commercial standards;
- xiii. Manages the provision of commercial retail outlets, billboards and customer facilities at passenger stations.
- xiv. Oversees production of train crew rosters;
- xv. Participate in core strategic plans of the Corporation; and
- xvi. Performs any other relevant duties as may be assigned by his/her Supervisor.

1.30.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Transport Management, Logistics Management, Freight and Forwarding, Transport Economics, Business Administration (majoring in Transport Management or Logistics Management) or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.

1.30.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.30.5 TERMS OF SERVICE

Permanent and Pensionable

1.30.6 REMUNERATION

Salary Scale: TRCS 11

1.31 MANAGER FOR TRAFFIC CONTROL (OPERATIONAL RULES, TIMETABLE PLANNING AND TRAIN CONTROL)

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Railway Operations
Supervises: Staff under his/her Section

1.31.1 JOB OBJECTIVE

To manage operational rules, timetable planning and train control as specified and agreed in the corporate strategic plan, Business plan and Service Level Agreements.

1.31.2 DUTIES AND RESPONSIBILITIES

- i. Optimises allocation of available train paths in line with requirements from business managers, and assembles/compiles the national timetable;
- ii. Manages safe and efficient train control including the new Train Control System;
- iii. Establishes an appropriate system for monitoring and attributing the causes of train delays;
- iv. Assesses and where necessary updates operational rules;
- v. Negotiates Service Level Agreements with Business Section Managers;
- vi. Participate in core strategic plans of the Corporation; and
- vii. Performs any other relevant duties as may be assigned by his/her Supervisor.

1.31.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Transport Management, Logistics Management, Freight and Forwarding, Transport Economics, Business Administration (majoring in Transport Management or Logistics Management) or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.

1.31.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.31.5 TERMS OF SERVICE

Permanent and Pensionable

1.31.6 REMUNERATION

Salary Scale: TRCS 11

1.32 MANAGER FOR HUMAN RESOURCE MANAGEMENT

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Human Resource Management & Administration.

Supervises: Staff under his/her Section

1.32.1 JOB OBJECTIVE

To provide a sound strategic human resources management service that contributes to the attainment of corporate strategic objectives and ensuring efficient rail operations and business sustainability as specified and agreed in the Corporate strategic plan, Business plan and Service Level Agreements.

1.32.2 DUTIES AND RESPONSIBILITIES

- i. Prepares human resource strategic plans and policies, coordinate the recruitment processes in line with the Corporation recruitment policy and strategy
- ii. Interprets Public service legislations including Regulations, guidelines, circulars, Standing Orders and other Labour Laws;
- iii. Guides and coordinate preparation of personal emolument budget estimates;
- iv. Manages staff placement and retention plan;
- v. Establish succession plan and strategy
- vi. Custodian staff incentive scheme (including payroll) and HR Management information Systems in place;
- vii. Facilitate and coordinate implementation of performance management systems (PMS) in line with staff regulations;
- viii. Coordinate TNA and the implementation of an approved staff training and development program;
- ix. Advise on strategies to promote staff innovation, talent management and reward management;
- x. Conducts periodic staff surveys and audit to determine the prospective human resources demand and supply situations;
- xi. Manage industrial relations and disciplinary matters to ensure harmonious work environments;
- xii. Develops and manage implementation of schemes of services and other staff manuals;
- xiii. Manage employees social security schemes and entitlements;
- xiv. Prepare monthly, quarterly and annual reports on human resource management;
- xv. Prepare periodical human resource and reports;
- xvi. Manage diversity issues (gender, HIV and AIDS and Non Communicable Diseases);
- xvii. Participate in core strategic plans of the Corporation; and
- xviii. Performs any other relevant duties as may be assigned by supervisor.

1.32.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Public Administration, Human Resources management, Manpower Planning, Commerce/Business Administration majoring Human Resources management or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.

- Government Human Resources Management Proficiency Certificate and Postgraduate Diploma in Labour Law, will be an added advantage.

1.32.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.32.5 TERMS OF SERVICE

Permanent and Pensionable

1.32.6 REMUNERATION

Salary Scale: TRCS 11

1.33 MANAGER FOR ADMINISTRATION

Reporting Relationship

Appointed by: The Board of Directors

Reports to: Director of Human Resource Management & Administration.

Supervises: Staff under his/her Section

1.33.1 JOB OBJECTIVE

To provide administration management service that contributes to an efficient rail operations and business as specified and agreed in the Corporate strategic plan, Business plan and Service Level Agreements.

1.33.2 DUTIES AND RESPONSIBILITIES

- i. Establishes and maintains effective and efficient administrative support services;
- ii. Interprets Public service legislations including Regulations, guidelines, circulars, Standing Orders and other Labour Laws;
- iii. Provides office cleanliness and ground maintenance;
- iv. Undertakes office vehicle maintenance and fleet management;
- v. Provides office furnishing and retooling services;
- vi. Supervise registry services, clerical services, office security and safety services;
- vii. Coordinate employee relations and welfare including health, safety, funeral, sports, culture and education;
- viii. Overseer of registry and records management of the Corporation;
- ix. Coordinate Workers' Council meetings and other Workers' related issues;
- x. Manage contracts and service delivery for all outsourced of administrative services such as security services, transport, and all general utilities;
- xi. Initiate studies for revision of policies taking into account practices and policies of other institutions;
- xii. Participate in core strategic plans of the Corporation; and
- xiii. Performs any other relevant duties as may be assigned by supervisor.

1.33.3 QUALIFICATION AND EXPERIENCE

- Master's Degree either in Public Administration, Human Resources management, Law, Manpower Planning, Commerce/Business Administration majoring Human Resources management or equivalent qualifications from recognized institution with working experience of at least nine (9) years of which five (5) years must be held in managerial positions.
- Certificate in Qualifying Law Examination for Administrative officers and Postgraduate diploma in labour law will be an added advantage.

1.33.4 KEY COMPETENCES

- Leadership capability, Team building, Strategic focus, Managing change, Managing performance and accountability, Problem solving, Decision making and Ethics and integrity.

1.33.5 TERMS OF SERVICE

Permanent and Pensionable

1.33.6 REMUNERATION

Salary Scale: TRCS 11

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 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;
 - 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. Applicants employed in the Public Service **should route their**

application letters through their respective employers;

- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A signed application letters should be written in English and
Addressed to;
*Secretary,
President's Office, Public Service Recruitment Secretariat,
27 Bibi Titi Mohammed Road,
P.O. Box 63100, Maktaba Complex,
11102 Dar Es Salaam.*
- xiii. Deadline for application is **29th August, 2018** and;
- xiv. Only short listed candidates will be informed on a date for interview;
- xiv. 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**')*

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PUBLIC SERVICE RECRUITMENT SECRETARIAT.**