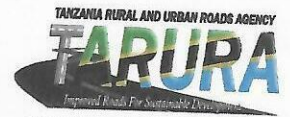




UNITED REPUBLIC OF TANZANIA  
PRIME MINISTER'S OFFICE  
REGIONAL ADMINISTRATION AND LOCAL  
GOVERNMENT

TANZANIA RURAL AND URBAN ROADS AGENCY



Regional Manager's Office  
P.O. BOX 842,  
NJOMBE

JOB OPPORTUNITY

Ref. No. AE.26/148/01/3

06 July, 2026

**1.0 ABOUT THE AGENCY;**

The Tanzania Rural and Urban Roads Agency (TARURA) is an Executive Agency under the Prime Minister's Office for Regional Administration and Local Government, established by the Executive Agencies Act Cap. 245. TARURA was inaugurated on July 2, 2017, following the publication of Government Notice 211 on May 12, 2017. The Agency was formed to oversee the development and maintenance of District road networks.

Tanzania Rural and Urban Roads Agency (TARURA) is vested with the responsibility of Managing the development, rehabilitation, maintenance, axle roads control; environmental and roads reserve management of rural and urban roads network for the socio-economic development of Tanzania.

TARURA Njombe Regional Manager, on behalf of the Chief Executive intends to recruit self-motivated, qualified and competent Tanzanians to fill the following vacant posts on temporary contracts for the period of one year (12 months);

**2.0 POSITION TITLE: OFFICE MANAGEMENT SECRETARY II (2 POSTS)**

**2.1 Duty Station:** Njombe District and Ludewa District

**2.2 Qualifications: -**

- i. Holder of Form IV National Certificate,
- ii. Holder of Diploma in Secretarial Studies (NTA Level 6) in Secretarial Studies
- iii. Must have passed English and Swahili shorthand at a speed of 80 words per minute.
- iv. Must be proficient in MS Word, MS Excel, Internet, E-mail, MS Publisher from a recognized Institution.
- v. Fluent in both English and Swahili languages,

**2.3 Work Experience:** The Candidate must have at least one year of working experience in a related field.

**2.4 Salary:** According to TARURA Salary Scale.

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REGIONAL MANAGER  
TARURA  
P.O. Box 842, NJOMBE

### **2.5 Duties and Responsibilities;**

- i. To keep record of file movement, register in her/his Office
- ii. To handle confidential and important documents in terms of normal office practice, filling, indexing etc
- iii. To type, download, print and distribute to relevant Officers
- iv. To receive and direct telephone calls and replying telephone messages email and fax
- v. To organize and maintain a diary of appointment
- vi. To deal with correspondences and letter writing
- vii. To organize and store paperwork, documents and computer based information
- viii. To ensure office equipment and machines in her custody are well maintained

### **3.0 POSITION TITLE: DRIVER (2 POSTS)**

**3.1 Duty Stations:** Njombe Regional Manager's Office and Wanging'ombe District.

### **3.2 Qualifications; -**

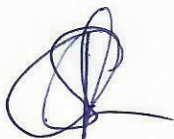
- vi. Holder of Form IV National Certificate,
- vii. Class 'C' or 'E' Valid Driving License
- viii. Attended Basic Driving Course offered by VETA or NIT or any other recognized Institution, plus training certificates that qualified them for the respective ranks.
- ix. Fluent in both English and Swahili languages.

**3.3 Work Experience:** The Candidate must have driving experience of at least one year without causing roads accident.

**3.4 Salary:** According to TARURA Salary Scale.

### **3.5 Duties and Responsibilities;**

- i. To drive Agency motor vehicles in accordance to road traffic rules and regulations;
- ii. To inspect motor vehicle before and after any route/journey in order to identify any required maintenances or rehabilitation;
- iii. To transport staff to Official destination as assigned
- iv. To ensure that motor vehicle and its equipment's (jack, spanner, spare tyre etc.) are available and are in good condition;
- v. To carry out minor/routine maintenances of motor vehicle;
- vi. To ensure that motor vehicle doors and windows are properly locked and safe all time;
- vii. To ensure cleanness of motor vehicle at all time;
- viii. To record and maintain records pertaining to any journey in the logbook;
- ix. To assist in collecting and dispatching mails;
- x. To report any accident immediately to supervisor and Traffic police;



#### 4.0 GENERAL CONDITIONS:

- i. All applicants must be citizens of Tanzania of an age not above 45 years,
- ii. Applicants must attach an up to date Curriculum Vitae (CV) having reliable contacts, postal address, email and telephone numbers, together with three reputable referees with their reliable contacts,
- iii. Applicants must attach their certified copies of the following certificates: -
  - o Form IV National Examination Certificates,
  - o Professional Certificates,
  - o Birth Certificate,
  - o Driving License,
- iv. Applicants must attach a recent passport size photo,
- v. Provisional Results, Statement of Results, Form IV Result slips, Transcripts and Testimonials are strictly not accepted.
- vi. All foreign academic certificates MUST be recognized by relevant Authorities (TCU, NECTA, and NACTVET)
- vii. Applicants who are currently employed in the Public Service must channel their application letters through their respective employers.
- viii. Applicants are reminded to quote the correct reference number of the advert in their application letter
- ix. Deadline for submit applications is **20 July, 2026 at 16:00 Hours**
- x. Only short- listed candidates will be contacted and informed on the date of interview.
- xi. Any applicant with known underperformance history with other government Institution will not be considered,
- xii. Presentation of forged certificates and other information will be necessitating to legal action
- xiii.
- xiv. All interested applicants are invited to apply and submit their signed application letters (Written in either Swahili or English) to under-mentioned address.

*Regional Manager,  
Tanzania Rural and Urban Roads Agency,  
P.O Box 842,  
**NJOMBE***

Issued by:



**REGIONAL MANAGER  
NJOMBE**

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