



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/98**

**15<sup>th</sup> November, 2021**

On behalf of Tanzania Railways Corporation (TRC), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **353** vacant posts as mentioned below

**1.0 TANZANIA RAILWAYS CORPORATION (TRC)**

Tanzania Railways Corporation (TRC) was established under the Railway Act No. 10 of 2017. The main objectives of TRC is to provide rail transport services and to develop, promote and manage rail infrastructure.

**1.1 COMMERCIAL OFFICER II -2 POSTS**

**1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To Supervise marketing and promotional activities;
- ii. To visit customers/external agencies;
- iii. To collect and compile of statistics on freight and passenger traffic;
- iv. To scrutinize correctness of data received from Stations;
- v. To obtain and compile customer complaints;
- vi. To monitor freights and passengers' sales performance and ensure efficient customer services;
- vii. To follow up new and retaining the existing customers; and
- viii. To carry out any other duties as assigned by supervisor.

**1.1.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree or Advanced Diploma either in Marketing or Economics or Entrepreneurship or Commerce or Business Administration majoring in Marketing from recognised Institutions. Computer literacy is mandatory.

**1.1.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.2 ENGINEERS II (ELECTRICAL) - 2 POSTS**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To supervise electrical installation in plants, machines and rolling stock and ensure that all installation done meets the required standards;
- ii. To develop safety rules in quarries and ensure practice of artificial respiration in case of fatal accidents/shock;
- iii. To carry out maintenance of crushing plants and electrical machineries at the quarries;
- iv. To Inspect all electrical machineries at the quarries and insulation level of conductors in rolling stock, machinery and buildings;
- v. To Prepare and submit periodical technical reports; and
- vi. To perform any other related duties as assigned by supervisor.

### **1.2.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Electrical Engineering or Electromechanical Engineering or equivalent from recognized institution and has been registered by Engineers Registration Board as Graduate Engineer.

### **1.2.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.3 ENGINEER II (CIVIL) – 8 POSTS**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in planning for infrastructure construction and maintenance of the track, bridges and other civil works or any other fixed assets;
- ii. To conduct both planned and ad hock track and bridges inspections along the network;
- iii. To participate in investigation and proceedings in case of any accident on the track;
- iv. To supervise project in construction or rehabilitation of track, bridges and civil works;
- v. To prepare reports, plans and designs for projects;
- vi. To prepare project quantity and cost estimates; and
- vii. To perform any other assignments in line with his/her career as may be assigned by supervisor.

### **1.3.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Civil Engineering, or equivalent from recognized institution and has been registered by Engineers Registration Board as Graduate Engineer.

### **1.3.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.4 ENGINEER II (SIGNALING & TELECOMMUNICATION) - 7 POSTS**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. To assist maintenance of S &T equipment and systems;
- ii. To assist installation of SGR, MGR signals and Telecommunication network and equipment;
- iii. To assist preparation of specifications for procurement of signal and telecommunication equipment and gadgets;
- iv. To prepare technical plans and designs for signal and telecommunication projects;
- v. To prepare and submit periodical technical reports; and
- vi. To perform any other related duties as assigned by supervisor.

### **1.4.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Electrical Engineering or Electromechanical Engineering, Telecommunication Engineering or Electronics Engineering, or equivalent from recognized institution and has been registered by Engineers Registration Board as Graduate Engineer.

### **1.4.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.5 ENGINEER II (MECHANICAL) - 5 POSTS**

### **1.5.1 DUTIES AND RESPONSIBILITIES**

- i. To plan for Mechanical works or any other fixed assets;
- ii. To participate in investigation and proceedings in case of any accident;
- iii. To supervise project in case of rehabilitation of rolling stock and Mechanical works;
- iv. To prepare reports, plans and designs for projects;
- v. To prepare project cost estimates; and
- vi. Performs any other assignments in line with his/her career as may be assigned by supervisor.

### **1.5.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Mechanical Engineering or Electromechanical Engineering, or equivalent from recognized institution and has been registered by Engineers Registration Board as Graduate Engineer.

### **1.5.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.6 ENVIRONMENT OFFICER II – 1 POST**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

- i. To undertake routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of Environmental Management Plan and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels;
- ii. To attend to environmental incidences and public complaints and takes appropriate action;
- iii. To undertake monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation;
- iv. To assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment;
- v. To perform any other duties as may be assigned his superiors.

### **1.6.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Environmental Science and Management or Environmental Planning and Management or Geography and Environmental Studies or Environmental Health or Environmental Economics or Earth Sciences or Climate Change or Ecology or Natural Resources Management or equivalent qualifications from recognized institution.

### **1.6.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.7 SOCIAL WELFARE OFFICER II - 1 POST**

### **1.7.1 DUTIES AND RESPONSIBILITIES**

- i. To act as a bridge between the Corporation and the communities residing along the Railways;

- ii. To make societies aware of the implementation of various projects and socio-economic benefits of those projects;
- iii. To mobilize community development in collaboration with NGOs and civil society;
- iv. To establish a proactive social outreaching network along the railways to assist the needy and the disadvantaged in collaboration with CBOs;
- v. To encourage communities residing along the railways lines to put up their grievances resulting from railways operations and the development of various Railways projects which may affect their cultural and socioeconomic life;
- vi. To perform any other assignment as may be given by his superior.

### **1.7.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree or advanced diploma either in Sociology or Social work from recognized institution.

### **1.7.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.8 ESTATE OFFICER II (PROPERTY MANAGEMENT) -1 POST**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in performing duties in connection with acquisition and valuation of building sites and arrange for execution and registration of right of occupation by the Company in Liaison with the Secretary;
- ii. To keep and maintain records and statistics of all Operating and Residential premises (Land and Building) and leased operating premises and in liaison with the Chief of Finance to arrange payment of statutory fees and rents including payment of land rent and service 133 charges for operating and residential plots as well as sending demand notes to occupiers of Railway Premises on rent basis;
- iii. To deal with any other related duties as assigned by the superior;
- iv. Dealing with tenancy application for housing and business;
- v. Monitoring tenancy agreements;
- vi. To perform any other related duties that maybe assigned by supervisor.

### **1.8.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree or Advanced Diploma in Building Economics from recognized institution. Must be registered as graduate Engineer.

### **1.8.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.9 TRANSPORT OFFICER II (SAFETY CONTROL) 10 POSTS**

### **1.9.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in conducting audit of Safety related practices and procedures being practiced in Rail transportation Department;
- ii. To assist in analysing and recommending safety related instructions issued and corrective measures proposed;
- iii. To assist in monitoring compliance of safety related instructions on loading and wagon arrangement issued;
- iv. To assist in analysing and monitoring accident inquiry proceedings and follow up action; and
- v. To perform any other relevant duties that may be assigned by the supervisor.

### **1.9.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree or Advanced Diploma either in Railway Transport or Transport Management or Logistics Management from recognized Institutions.

### **1.9.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.10 TRANSPORT OFFICER II (TRAFFIC CONTROL) – 5 POSTS**

### **1.10.1 DUTIES AND RESPONSIBILITIES**

- i. To work at traffic control terminals or sections of the operating at the District or Headquarters Offices;
- ii. To plan and coordinate traffic and logistics work;
- iii. To ensure security of goods and installations;
- iv. To assist in the preparation of reports; and
- v. To perform any other duty as assigned by supervisor

### **1.10.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree or Advanced Diploma either in Railway Transport or Transport Management or Logistics Management from recognized Institutions.

### **1.10.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.11 TRANSPORT OFFICER II (TRAIN CONTROL) – 3 POSTS**

### **1.11.1 DUTIES AND RESPONSIBILITIES**

- i. To record arrival and departure times of trains from stations; and using various control systems.;
- ii. To assist in ensuring expeditious movement of trains and traffic over a section as well as to control stock and traffic movements within the area of jurisdiction;
- iii. To assist planning the movement of trains;
- iv. To Execute the plan for safely movement of trains; and
- v. To carry out other duties as per control manual.

### **1.11.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree or Advanced Diploma either in Railway Transport or Transport Management or Logistics Management from recognized Institutions.

### **1.11.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.12 HEALTH SAFETY AND ENVIRONMENTAL OFFICER II – 1 POST**

### **1.12.1 DUTIES AND RESPONSIBILITIES**

- i. To undertake routine and targeted compliance promotion programmes, inspections, monitoring and environmental audit to ensure implementation of Environmental Management Plan and mitigation measures, establish compliance status with environmental requirements and provide data to higher levels;
- ii. To attend to environmental incidences and public complaints and takes appropriate action;
- iii. To undertake monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation;
- iv. To assist in identifying Best Available Practices (BAP) and Best Available Technologies (BAT) to prevent environmental effects or minimize adverse effects on human health, life or the environment;
- v. To perform any other duties as may be assigned his superiors.

### **1.12.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Environmental Science and Management or Environmental Health or equivalent qualifications from recognized institution.

### **1.12.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.13 ICT OFFICER II (BUSINESS/SYSTEM ANALYST) -1 POST**

### **1.13.1 DUTIES AND RESPONSIBILITIES**

- i. Gather user requirements and document business processes to analyse data and system requirements for software application systems;
- ii. Interpret process flows and translate it into system configuration and customization requirements of software application systems;
- iii. Document Functional Specifications and Technical Specifications document for system enhancements in software applications;
- iv. Maintain process documentation for software applications processes and tasks;
- v. Design enterprise web-based and server-based software applications architecture;
- vi. Utilize automated testing frameworks to perform unit testing and system integration testing of the software applications;
- vii. Perform incident tests after successful resolution; safeguard operational stability by continuous testing;
- viii. Analyze incoming software application incidents and support the structured resolution within defined time frames;
- ix. Independent handling of work products and managing his/her deliverables;
- x. To perform any other duties as may be assigned his superiors.

### **1.13.2 QUALIFICATION AND EXPERIENCE**

Bachelor`s Degree either in Information Technology or Computer Science or Computer Engineering or equivalent degree from a reputable academic institution. Possession of a relevant recognized ICT professional certification and Practical knowledge and skills relevant to the position will be added advantage.

### **1.13.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.14 ICT OFICER II (APPLICATION ADMINISTRATOR) – 4 POSTS**

### **1.14.1 DUTIES AND RESPONSIBILITIES**

- i. Specialist in technical administration and maintenance of one or more of the following applications/Platform: FMS, RMS, R&T system, Web Platform, Mobile platform, SAGE (ERP),CTC, U2000;
- ii. Installation, upgrade, and maintenance application systems;

- iii. Configuring, monitoring, tuning, and troubleshooting the application servers technical environment;
- iv. Scheduling and executing the move of application system code or configuration changes from development / test server to production server;
- v. Release management for application servers;
- vi. Service request management for the software applications servers;
- vii. Design connectivity of TRC Various applications with external systems;
- viii. Optimize and analyze the applications performance issues;
- ix. Design architectures the applications system landscape;
- x. Patch management and patch testing the application systems;
- xi. Ensure the delivery of communications and collaboration services (includes email, internet and intranet);
- xii. The applications Technical Requirements capturing & testing;
- xiii. Disaster Recovery replication of the application systems;
- xiv. ISMS awareness.
- xv. To perform any other duties as may be assigned his superiors

#### **1.14.2 QUALIFICATION AND EXPERIENCE**

Bachelor's Degree either in Information Technology or Computer Science or Computer Engineering or equivalent degree from a reputable academic institution. Possession of a relevant recognized ICT professional certification and Practical knowledge and skills relevant to the position will be added advantage.

#### **1.14.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

### **1.15 ICT OFFICER II (NETWORK ADMINISTRATOR) – 4 POSTS**

#### **1.15.1 DUTIES AND RESPONSIBILITIES**

- i. Configure, implement and maintain WAN and LAN infrastructure at TRC to ensure network connectivity throughout the Authority's network infrastructure;
- ii. Configure and maintain switches, routers, network security, firewalls, VPN and VOIP;
- iii. Monitor network traffic and VPN connections;
- iv. Vulnerability assessment of networks;
- v. Analyse firewall logs and router log files;
- vi. Information Security risk assessment;

- vii. Providing appropriate infrastructure technology solution to support TRC Operations;
- viii. Manage systematic documentation, evaluation and monitoring of TRC Network;
- ix. Assist with ICT infrastructure projects at TRC;
- x. Ensure that the network infrastructure diagrams and related documentation are properly maintained;
- xi. Troubleshoot and maintain network service devices, Wireless Devices, telecommunication equipment, LAN/WAN, and network security hardware and software;
- xii. Ensure high-availability of network services;
- xiii. Support disaster recovery operations related to network infrastructure;
- xiv. To perform any other duties as may be assigned his superiors.

### **1.15.2 QUALIFICATION AND EXPERIENCE**

Bachelor's Degree either in Information Technology or Computer Science or Computer Engineering or equivalent degree from a reputable academic institution. Possession of a relevant recognized ICT professional certification and Practical knowledge and skills relevant to the position will be added advantage.

### **1.15.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.16 ICT OFFICER II (SECURITY) – 2 POSTS**

### **1.16.1 DUTIES AND RESPONSIBILITIES**

- i. To participate in planning, design, development and implantation of ICT security policies, procedures, standards, guidelines, information security awareness programme and other requirement statements needed to support ICT security throughout the Government Network support operations;
- ii. To participate in coordination integration of security into day to day ICT operational activities including change management;
- iii. To implement software patched timely;
- iv. To install, configure and update antivirus software;
- v. To alert users on various security risks, threats and vulnerabilities;
- vi. To participate in supporting and training users on computer and network security issues;
- vii. To perform any other duty as may be assigned by his supervisor.

### **1.16.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Computer Science or Information Systems, and Information Technology or Computer Engineering or Software Engineering or equivalent qualifications from recognized institutions.

### **1.16.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.17 ICT OFFICER II (SERVICE & SUPPORT) – 2 POSTS**

### **1.17.1 DUTIES AND RESPONSIBILITIES**

- i. Research and identify solutions to software and hardware issues;
- ii. Diagnose and troubleshoot technical issues, including account setup and network configuration;
- iii. Provide technical support for incoming queries related to computer systems;
- iv. To provide technical support in application of Information Technology;
- v. Participate in the coaching and mentoring TRC staffs on ICT development;
- vi. Assist to prepare ICT regulations and guidelines;
- vii. Install, modify and repair computer hardware and software;
- viii. Install computer peripherals for users;
- ix. Follow up with users to ensure issue has been resolved;
- x. To perform any relevant duties assigned by supervisors.

### **1.17.2 QUALIFICATION AND EXPERIENCE**

Bachelor's Degree either in Information Technology or Computer Science or Computer Engineering or equivalent degree from a reputable academic institution. Possession of a relevant recognized ICT professional certification and Practical knowledge and skills relevant to the position will be added advantage.

### **1.17.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.18 TECHNICIAN II (COMPUTER TECHNICIANS) – 4 POSTS**

### **1.18.1 DUTIES AND RESPONSIBILITIES**

- i. To provide front line Help Desk support to TRC users;
- ii. To assist in maintaining computer laboratories and staff computers;
- iii. To assist in staff and lab software installations;
- iv. To assist in undertaking minor repair and maintenance of computer hardware;
- v. To assist in maintaining suitable stock levels of parts and related inventory;

- vi. To upkeep of network cabling infrastructure;
- vii. To maintain documentation of all network cabling systems; and
- viii. To perform any relevant duties assigned by supervisors.

### **1.18.2 QUALIFICATION AND EXPERIENCE**

Full Technician Certificate (FTC) or Ordinary Diploma in Computer Engineering from recognized institution.

### **1.18.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.19 TECHNICIAN II (ELECTRICAL) – 79 POSTS**

### **1.19.1 DUTIES AND RESPONSIBILITIES**

- i. To inspect wires to circuit breakers, transformers, or other components of connection in the system and report to supervisor in case of any disorder;
- ii. To participate in installation of new Electrical systems;
- iii. To maintain, repair the catenary systems including but not limited to catenary poles and foundations, catenary support arms and associated components, contact wire, catenary insulating devices, power disconnect and switching devices and surge protection devices;
- iv. To prepare project quantity and cost estimates; and
- v. To perform any other related duties as assigned by supervisor.

### **1.19.2 QUALIFICATION AND EXPERIENCE**

Full Technician Certificate (FTC) or Ordinary Diploma in Electrical Engineering from a recognized institution.

### **1.19.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.20 TECHNICIAN II (MECHANICAL) – 13 POSTS**

### **1.20.1 DUTIES AND RESPONSIBILITIES**

- i. To undertake maintenance of rolling stock and locomotives;
- ii. To maintain workshop machinery and plants;
- iii. To service refrigeration and air condition facilities;
- iv. To service Mechanical handling equipment and ancillary plants;
- v. To help supervisor to maintain records; and
- vi. To perform any other duties as may be assigned by supervisor.

### **1.20.2 QUALIFICATION AND EXPERIENCE**

Full Technician Certificate (FTC) or Ordinary Diploma in Mechanical Engineering from recognized institution.

### **1.20.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.21 TECHNICIAN II (MECHANICAL - FITTER MECHANICS) – 4 POSTS**

### **1.21.1 DUTIES AND RESPONSIBILITIES**

- i. To undertake maintenance of rolling stock and locomotives;
- ii. To maintain workshop machinery and plants;
- iii. To maintain rolling stock and locomotives;
- iv. To upgrade and fabricate workshop equipment and tools;
- v. To maintain workshop machinery and plants;
- vi. Setting up and adjusting machines tools and equipment;
- vii. To perform any other duties as may be assigned by supervisor;
- viii. To perform any other duties as may be assigned by supervisor.

### **1.21.2 QUALIFICATION AND EXPERIENCE**

Full Technician Certificate (FTC) or Ordinary Diploma in Mechanical Engineering (Fitter Mechanics) from recognized institution.

### **1.21.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.22 TECHNICIAN II (SIGNAL AND TELECOMMUNICATION) - 25 POSTS**

### **1.22.1 DUTIES AND RESPONSIBILITIES**

- i. To inspect wires to circuit breakers, transformers, or other components of connection in the system and report to supervisor in case of any disorder;
- ii. To participate in installation of new Electrical systems;
- iii. To maintain, repair the catenary systems including but not limited to catenary poles and foundations, catenary support arms and associated components, contact wire, catenary insulating devices, power disconnect and switching devices and surge protection devices;
- iv. To prepare project quantity and cost estimates; and
- v. To perform any other related duties as assigned by supervisor.

### **1.22.2 QUALIFICATION AND EXPERIENCE**

Full Technician Certificate (FTC) or Ordinary Diploma either in Telecommunication Engineering or Signal and Telecommunication or electronics from recognized institution.

### **1.22.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.23 TECHNICIAN II (CIVIL) – 15 POSTS**

### **1.23.1 DUTIES AND RESPONSIBILITIES**

- i. To undertake maintenance of bridges, culverts, building and track works;
- ii. To read and review project drawings and plans to determine the sizes of structures;
- iii. To prepare track maintenance plans and submit the same to Supervisor;
- iv. To take part in testing construction materials and soil samples in laboratories;
- v. To ensure that project construction conforms to design specifications and applicable permanent way requirements; and
- vi. To perform any other duties as may be assigned by supervisor.

### **1.23.2 QUALIFICATION AND EXPERIENCE**

Full Technician Certificate (FTC) or Ordinary Diploma in Civil Technology, or equivalent from recognized institution.

### **1.23.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.24 ASSISTANT COMMERCIAL OFFICER II (TRAVELLING TICKET EXAMINERS) - 1 POST**

### **1.24.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in ensuring that all crews report to duty as required i.e. they report on time, well attired in full clean uniforms;
- ii. To make random inspection of passenger tickets to ensure that they have valid tickets, Card/Free passes or vouchers etc., commensurate with the class of travel;
- iii. Assist in monitoring early marshalling of the train and boarding of passengers;
- iv. To assist in monitoring loading/offloading of parcels and luggage at intermediate and depot stations with the objective of reducing unnecessary long train dwell time;
- v. To liaise with responsible Station Masters and respective District Control Officers for the provision of relief locomotive(s) in the event of engine failures en-route and also at originating stations; and
- vi. To perform any other relevant duties that may be assigned by the supervisor

### **1.24.2 QUALIFICATION AND EXPERIENCE**

Diploma either in Marketing or Entrepreneurship or Business Administration majoring in Marketing or equivalent qualifications from recognised Institutions. A successful candidate who has not attended train guard course will have to attend Goods and Coaching Accounts and Train Guard course from TIRTEC. Computer literacy is mandatory.

### **1.24.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.25 ASSISTANT COMMERCIAL OFFICER II (CUSTOMER SERVICE) - 51 POSTS**

### **1.25.1 DUTIES AND RESPONSIBILITIES**

- i. To inform passengers on the expected arrivals and departures of trains;
- ii. To respond to passengers /customers' complaints, queries and request or any other relevant information;
- iii. Promote company's product and services;
- iv. Identify needs/wants of customers;
- v. Make available product brochures for customers;
- vi. Provide pricing and delivery information to customers;
- vii. Suggest possible solutions whenever there is a malfunction in a service;
- viii. Educate customers on deals and promotions the company is offering;
- ix. Greet customers in the warmest possible way and find out their problem or reason for calling;
- x. Assist in selling products and services;
- xi. Provide safety education to customers;
- xii. To perform any other relevant duties that may be assigned by the supervisor

### **1.25.2 QUALIFICATION AND EXPERIENCE**

Diploma either in Marketing or Entrepreneurship or Business Administration majoring in Marketing or equivalent qualifications from recognized Institutions. Computer literacy is mandatory.

### **1.25.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.26 ASSISTANT COMMERCIAL OFFICER II (MARKETING) – 11 POSTS**

### **1.26.1 DUTIES AND RESPONSIBILITIES**

- i. To assists in supporting the Commercial works;
- ii. To assisting in marketing promotional activities;
- iii. To assist in visiting customers/external agencies;
- iv. To assist in collection and compilation of statistics on freight and passenger traffic;
- v. To scrutinize correctness of data received from Stations;
- vi. To assisting in obtaining and compilation of customer complaints;
- vii. To assist in monitoring freights and passengers sales performance and ensure efficient customer services;
- viii. To assist in follow up new and retaining the existing customers; and
- ix. To perform any other relevant duties that may be assigned by the supervisor.

### **1.26.2 QUALIFICATION AND EXPERIENCE**

Diploma either in Marketing or Entrepreneurship or Business Administration majoring in Marketing from recognized Institutions. Computer literacy is mandatory.

### **1.26.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.27 PLANT OPERATOR II – 4 POSTS**

### **1.27.1 DUTIES AND RESPONSIBILITIES**

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

### **1.27.2 QUALIFICATION AND EXPERIENCE**

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

### **1.27.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.28 ARTISAN II (POINTSMEN) - 4 POSTS**

### **1.28.1 DUTIES AND RESPONSIBILITIES**

- i. To correct setting of points during shunting and when admitting train into station yard;
- ii. To detach and attach wagons during shunting as per Station master instructions;
- iii. To display correct hand signals to the locomotive Driver during shunting operations or when admitting train into station yard;
- iv. To protect level crossing during passing of train and ensure availability and safety of level crossing equipment;
- v. To set fixed home signals correctly as directed by Stationmaster;
- vi. To perform any other duties as may be instructed by his superior.

### **1.28.2 QUALIFICATION AND EXPERIENCE**

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

### **1.28.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.29 ARTISAN II (ELECTRICAL) – 43**

### **1.29.1 DUTIES AND RESPONSIBILITIES**

- i. To participate in installation of new Electrical systems;
- ii. To maintain, repair the catenary systems including but not limited to catenary poles and foundations, catenary support arms and associated 46 components, contact wire, catenary insulating devices, power disconnect and switching devices and surge protection devices;
- iii. To fix electric wires and equipment in office and various TRC buildings
- iv. To service handling equipment and ancillary plants;
- v. To perform any other duties as may be assigned by supervisor.

### **1.29.2 QUALIFICATION AND EXPERIENCE**

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

### **1.29.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.30 ARTISAN II (CARRIAGE AND WAGON EXAMINERS) 10 POSTS**

### **1.30.1 DUTIES AND RESPONSIBILITIES**

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

### **1.30.2 QUALIFICATION AND EXPERIENCE**

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

### **1.30.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.31 ARTISAN II (CIVIL) – 1 POST**

### **1.31.1 DUTIES AND RESPONSIBILITIES**

- i. Packing of the railway track as directed by the supervisor;
- ii. To clear grass and bushes along the line;
- iii. To clean side drains and water outlets.
- iv. To repair the track after accidents.
- v. Load and offload permanent way materials.
- vi. To Performs any other related duties that maybe assigned by supervisor

### **1.31.2 QUALIFICATION AND EXPERIENCE**

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

### **1.31.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.32 ARTISAN II (MECHANICAL - WELDING) – 1 POST**

### **1.32.1 DUTIES AND RESPONSIBILITIES**

- i. To maintain rolling stocks;
- ii. To prepare and align parts for welding;

- iii. To join together components, repair holes and cut through materials;
- iv. To perform any other duties as may be assigned by supervisor.

### **1.32.2 QUALIFICATION AND EXPERIENCE**

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

### **1.32.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **1.33 YARD MASTER II – 28 POSTS**

### **1.33.1 DUTIES AND RESPONSIBILITIES**

- i. To be in-charge of a designated section of a Marshalling Yard;
- ii. To be responsible for the breaking up and marshalling of trains;
- iii. To placing and removal of wagon;
- iv. To supervise loading and unloading delivery vehicles by hand or with folk lift track;
- v. To supervise sorting and grading Stock; and
- vi. To perform any other related duties that may be assigned by the supervisor;

### **1.33.2 QUALIFICATION AND EXPERIENCE**

Yard Foremen Certificate awarded by TIRTEC or NTA level 4 in Railway Transportation or its equivalent qualifications.

### **1.33.3 SALARY SCALE**

Attractive remuneration package as per institution`s salary scale

## **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;

- **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
  - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
- Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letters should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building at University of Dodoma - Asha Rose Migiro Buildings -Dodoma.**
- xiv. Deadline for application is **29<sup>th</sup> November, 2021**;
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

**NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')**

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT.**