

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/133

26th July, 2022

VACANCY ANNOUNCEMENT

On behalf of the Land Transport Regulatory Authority (LATRA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (22) vacant posts mentioned below;

1.0 THE LAND TRANSPORT REGULATORY AUTHORITY (LATRA)

The Land Transport Regulatory Authority (LATRA) is a Government Regulatory Authority established by Act No.3 of 2019. LATRA is mandated to regulate land transport subsectors of road, railways and cable transport through competitive and fair trade practices.

1.0.1 LICENSING AND REGISTRATION OFFICER II - 4 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To prepare licensing, registration forms and other documents required for land transport business;
- ii. To feed customer information in the database;
- iii. To prepare reports of motor vehicle licenses and registration,
- iv. To register motor vehicle routes and timetable,
- v. To capture records of dispatched licenses, timetables and permits;
- vi. To update register of issued licenses;
- vii. To assist in data collection from stakeholders; and
- viii. To perform other duties as may be assigned by supervisor.

1.0.3 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Transport Management, Mechanical Engineering, Transportation Engineering, Automobile Engineering, Transportation Planning, International Transport and Logistics, Transport Economics, Transport Logistics and Management or equivalent qualification from any recognized institution.

1.0.4 SALARY SCALE

Attractive remuneration package in accordance with the Institution's salary.

1.0.5 QUALITY ASSURANCE OFFICER II - 8 POSTS

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To examine technical, environmental and safety matters related to land transport;
- ii. To monitor the quality of road transport services and direct or recommend for improvement;
- iii. To formulate guidelines concerning safety and environmental standards;
- iv. To ensure that safety standards are enforced by instituting mandatory vehicle inspections;
- v. To make follow up on customers' satisfaction to road transport services;
- vi. To develop quality standards for regulated vehicles and enforce them;
- vii. To participate in accident investigations in collaboration with other stakeholders;
- viii. To evaluate the standard of services to be rendered;
- ix. To conduct reviews/surveys in order to assess the supply and demand for cargo and passenger services;
- x. To develop codes of conduct for the road transport service providers and consumers; and set enforcement mechanisms including penalties for defaulters;
- xi. To appraise road transport activities and make recommendation to management;
- xii. To perform any other duties as may be assigned by the supervisor.

1.0.7 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Transport Management, Mechanical Engineering, Transportation Engineering, Automobile Engineering, Transportation Planning, International

Transport and Logistics, Transport Economics, Transport Logistics and Management or equivalent qualification from any recognized institution.

1.0.8 SALARY SCALE

Attractive remuneration package in accordance with the Institution's salary.

1.0.9 PERSONAL SECRETARY II – 1 POST

1.0.10 DUTIES AND RESPONSIBILITIES

- i. To type routine and confidential documents;
- ii. To type routine correspondences;
- iii. To file non-confidential documents;
- iv. To attend customer visiting/calling at the office;
- v. To Caring of Scanner, PCs and all other equipment entrusted to her;
- vi. To prepare list of office equipment and submit to the relevant offices;
- vii. To make travel arrangements and hotel bookings;
- viii. To perform any other related official duties as may be assigned by supervisor.

1.0.11 QUALIFICATIONS AND EXPERIENCE

Holder of Certificates (NTA Level 6) in secretarial services from Public Service College or any other recognized College/Institution who have passed both shorthand (English) and Kiswahili (hati mkato) at a speed of 80 words per minute with knowledge in computer programs e.g. windows, Microsoft office Internet, E-mail and Publisher.

1.0.12 SALARY SCALE

Attractive remuneration package in accordance with the Institution's salary.

1.0.13 DRIVER II – 9 POSTS

1.0.14 DUTIES AND RESPONSIBILITIES

- i. To Drive LATRA's vehicles to approved destinations and in accordance with traffic regulations;
- ii. To be responsible for safe-keeping of the vehicle and tools entrusted on him/her;

- iii. To maintain cleanliness of the vehicle and tools;
- iv. To report promptly any defect or problems detected in the vehicle;
- v. To perform messengerial duties such as dispatching documents/letters and collecting mails,
- vi. To carry out diagnoses of minor problems requiring immediate repair.
- vii. To perform other related duties as may be assigned by supervisor.

1.0.15 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary School Education Certificate/Advanced Secondary School Education Certificate with valid Driving License Class C or E and Basic Driving Course plus driving experience of at least one (1) year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

1.0.16 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania 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 – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **8th August, 2022;**
- xv. Only shortlisted candidates will be informed on the date of 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**



Jiandae kuhesabiwa siku ya Jumanne tarehe 23 Agosti 2022