

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION**



VACANCY ANNOUNCEMENT

The Permanent Secretary (Works) of the Ministry of Works, Transport and Communication invites qualified Tanzanians to fill one vacant post as per details shown below.

1.0 PREAMBLE

The Roads Fund Board is a Government institution under the Ministry of Works, Transport and Communication. The Roads Fund Board (RFB) was established by the Road and Fuel Tolls Act, CAP 220 of 2006. The Board is mandated to ensure full collection of fuel levy, transit charges and overloading fees, disbursement and monitoring the utilization of the same by implementing agencies. The RFB Office is located at Njedengwa Investment Area, Block D, Plot No 3, Dodoma.

2.0 POST TITLE: ROADS FUND MANAGER

2.1 REPORTING

The Roads Fund Manager shall be appointed by and be responsible to the Roads Fund Board. He/She will be responsible for implementing policies and programmes of the Board within the framework and instructions laid down by the Board in accordance with the Act which established the Board.

2.2 DUTIES AND RESPONSIBILITIES

- i. Shall be the Accounting Officer of the Board;
- ii. Shall be the Secretary to the Board meetings;

- iii. Supervise preparation of policies and procedures for approval by the Board;
- iv. Oversee preparation of the Annual Reports and Accounts of the Board and ensure their timely submission and approval by the Board;
- v. Develop a performance based management culture and assume full responsibilities for the Board day to day operations;
- vi. Promote good relationship with the Government and other organizations within and outside Tanzania; and
- vii. To perform any other duties related to the objectives and functions of the Board that may be entrusted upon him by the Board.

2.3 QUALIFICATION AND EXPERIENCE

- i. Master's Degree either in Engineering, Economics, Transportation, Financial Management or related fields from recognized University.
- ii. Must be registered as a Professional with the relevant Board.
- iii. A minimum of 10 years post qualification experience from a recognized institution.
- iv. Demonstrate experience in leadership and strategic management.
- v. High level of integrity and honesty.
- vi. Self-driven, results-oriented and ability to work independently.

2.4 NATURE OF EMPLOYMENT

The Roads Fund Manager shall hold office for a period of five (5) years, whereafter the post shall be re-advertised. A serving Roads Fund Manager shall be eligible for re-appointment after expiry of the period of his appointment.

2.5 REMUNERATION

Attractive remuneration package will be paid to the successful applicant in accordance with the Board's Salary Scale.

3.0 GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania.
- ii. Applicants must attach up-to-date Curriculum Vitae (CV) having reliable contact, postal address, e-mail and telephone numbers.
- iii. Applicants must attach their copies of Master's Degree, First Degree, Form VI and Form IV certificates.
- iv. Applicants must attach their certified copies of Master's Degree and First Degree Transcripts.
- v. Applicants must attach their Professional certificates from relevant Professional Boards.
- vi. Certificates from Foreign Universities should be verified by the Tanzania Commission for Universities (TCU).
- vii. Applicants should indicate three reputable referees with their contacts addresses and telephone numbers.
- viii. Applicants should attach one recent passport size photograph.
- ix. Applicants employed in Public Service should route their application letters through their respective employers.

4.0 DEADLINE FOR SUBMISSION OF APPLICATIONS

The deadline for submission of applications is **20th February, 2017 at 3.30 pm.**

5.0 MODE OF APPLICATION

Applications for the post should be addressed to:

**Permanent Secretary (Works),
Ministry of Works, Transport and Communication,
7 Samora Machel Avenue,
P.O. Box 9423,
11475 DAR ES SALAAM.**