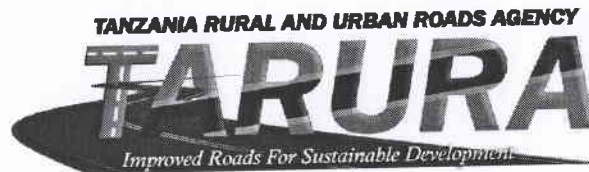


**THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE**

**TANZANIA RURAL AND URBAN ROADS
AGENCY (TARURA)**



Ref. No. AB.21/288/01/20

Date 23rd February, 2018

Tanzania Rural and Urban Roads Agency (TARURA) is an Executive Agency of the President's Office, Regional Administrative and Local Government (PO-RALG) established under Section 3(1) of the Executive Agencies Act (Cap 245) by Order published in Government Notice No. 211 dated May 12, 2017 and was inaugurated on July 02, 2017. Tanzania Rural and Urban Roads Agency (TARURA) is vested with the responsibility of managing the development, rehabilitation, maintenance, axle load control, environment and road reserve management of rural and urban roads network for the socio-economic development of Tanzania.

The Chief Executive intends to recruit self-motivated, qualified and competent Tanzanian to fill the following vacant post on temporary contract.

1.0. Position Title: PERSONAL SECRETARY II 8 POST

Duty station:

Ruvuma Regional Office, Madaba DC, Nyasa DC, Tunduru Dc, Songea DC, Mbinga DC, Namtumbo DC, Mbinga TC and Songea MC.

Educational/Professional Qualification.

- i. A National form IV Certificate.
- ii. Must have a Certificate in Secretarial Courses from recognized Institution.
- iii. Proficient Computer and Micro Office suite.
- iv. Self-motivation, able to work under pressure outside working hours with minimum supervision.
- v. Fluent in both Kiswahili and English.

Tel: Fax: Email: rcu.ruvuma@tarura.go.tz Web: www.tarura.go.tz

TARURA is an Executive Agency of the Ministry under President's Office Regional Administration and Local Government established under Executive Agency Act, CAP 245

Regional Coordinator
TARURA
P. O. Box 1199, RUVUMA