

Work Experience: At least 1 year:
Age limit: Not above 45 years of age

Duties and Responsibility.

- i. To manage Officer's diary.
- ii. To attend telephone calls.
- iii. To attend visitors.
- iv. To manage records movement.
- v. To write minutes during the meetings.
- vi. To type documents.
- vii. To perform such other related duties as may be assigned by the supervisor.

2.0 Position Title DRIVER 8 POST.

Education/Professional qualifications:

- i. A National Form IV Certificate.
- ii. A valid Class "C" Driving license issued relevant authority.
- iii. A Trade Test Grade III in motor Vehicle Mechanics.
- iv. Fluent in both Kiswahili and English.

Duties and Responsibility.

- i. Drives Agency motor vehicle.
- ii. Maintains the vehicle logbook.
- iii. Undertake motor vehicle services.
- iv. Maintain safety and cleanliness of the motor vehicle.
- v. Deliver and collects mail and goods.
- vi. Perform such other related duties as may be assigned by your supervisor.

MODE OF APPLICATION.

All interested applicants are invited to apply and submit their handwritten application letters to the under mentioned address not later than 09th March, 2018 with their complete CV's, copies of all certificates, birth certificate, names of three references one of whom a former employer; applicants contact telephone number and postal address.

Applicants are reminded to quote the correct reference number of the advert in their application letter.

Only the short-listed candidates will be contacted.

Successful applicants must be ready to work in any TARURA Council Office in Tanzania Mainland.

Tel: _____ Fax: _____ Email: rco.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
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