

TANZANIA ROADS ASSOCIATION



Tanzania Roads Association
(TARA)

RECRUITMENT OF ADMINISTRATIVE ASSISTANT AND PROGRAMME OFFICER

The Tanzania Roads Association (TARA) is a non-governmental organisation established on **5th July 1991** with the mission of promoting and advocating for better and safer roads in Tanzania. The association is comprised of individuals and organisation with interest in the roads sector. TARA is currently looking for an individual with requisite skills and experience to fill the following vacant positions:

PROGRAMME OFFICER (PO): - 1 Position

Reporting to the Honorary Secretary/Chief Executive Officer, the Programme Officer shall be responsible for organising and managing all programmes and projects implemented by TARA including seminars, training courses, workshops, conferences and the Annual Roads Convention. He/She will also be responsible for producing the two-page Weekly Bulletin of TARA as a matter of routine.

The incumbent shall be a graduate in transport related or social science disciplines with at least five years' experience in similar assignment. He/She must have good interpersonal skills with good command of English language and ability to work under tight timelines. Specific Job Description is available on TARA Website <https://tara.or.tz>.

Attractive remuneration commensurate with experience and qualifications will be given to the right candidate.

ADMINISTRATIVE ASSISTANT: - 1 Position

Reporting to the Hon. Secretary/Chief Executive Officer, the Administrative Assistant shall be responsible for day-to-day management of TARA office in Dar es Salaam as a matter of routine and carry out such other duties as may be assigned by the Hon. Secretary from time to time. Specific duties shall include handling of all TARA documentations, circulation of TARA bulletin to members and other stakeholders, maintain and update members register under the direction of the Hon. Secretary, follow-up payments of membership fees, maintenance of petty cash register for day to day operations.

The incumbent shall be a degree or diploma holder in office management or related field, with at least five years' experience on similar position. Good interpersonal skills and past experience in working in multicultural environment. Basic skills in book-keeping and proficiency in use of Microsoft office computer applications will be added advantage. Specific Job Description is available on TARA Website <https://tara.or.tz>.

Mode of Application:

Candidates with requisite skills and experience are invited to apply in confidence by sending written applications (indicating your postal and email address and contact cell-phone) to the address below to be received not later than 04:00pm 15th June 2021. Applications sent by email must be in PDF format, preferably in compiled in single document. TARA will then shortlist the potential candidates and invite them by for oral interview.

Applications are to be sent to:

Honorary Secretary Tanzania Roads Association (TARA)
Msasani Tower, Wing B, 6th Floor, Off Kimweri Road, Msasani
P.O. Box 2028
Dar Es Salaam, Tanzania

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E-Mail: info@tara.or.tz



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Annexure A: Job Description for the Administrative Assistant

POSITION: Administrative Assistant

REPORTING: To Honorary Secretary/Chief Executive Officer of TARA

PURPOSE:

The primary purpose of this position is to support the Honorary (and later the Executive Secretary) to provide day to day management of the affairs of the of the Tanzania Roads Association (TARA).

DUTIES AND RESPONSIBILITIES

- a) To assist the Honorary Secretary/Chief Executive Officer in the administration of day-to-day activities of TARA, including, but not limited to, the following:
 - i. Receiving and processing applications for new members
 - ii. Promoting and marketing TARA services and products to stakeholders in the road sector in Tanzania and worldwide
 - iii. Manage and Maintain accounting records of Petty Cash as may be approved by EXCO from time.
- b) To maintain orderly documentation of TARA business files, publications, Members Register, Minutes of meetings, petty cash registers, etc
- c) To follow up payment of annual subscriptions fees, and debtors on regular basis
- d) In liaison with the Programme Officer, coordinate the production and circulation of TARA correspondences and publications including Weekly Bulletin, Newsletter and Magazine;
- e) Support the Programme Officer in organizing Technical Forums i.e. Annual Roads Conventions (ARCs), Courses, Seminars, Workshops and Conferences organised by TARA, and other TARA activities.
- f) To assist the Honorary Secretary/Chief Executive Officer in organizing TARA EXCO meetings and Technical Committees or such other meetings organized by TARA.
- g) Assist the Honorary Secretary/Chief Executive Officer in taking records and producing minutes of TARA EXCO meetings within one week.
- h) Keep the Honorary Secretary/Chief Executive Officer informed of all matters arising, external correspondences, and follow-up responses to matters directed by TARA EXCO or addressed to the association by external bodies.
- i) To advise TARA management on any matters necessary for furtherance of the TARA Mission and Vision
- j) To perform any other work or duty related to TARA as may be directed by the TARA EXCO.

KEY CONTACTS

Internal:

- Honorary Secretary/Chief Executive Officer of TARA

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- TARA Chairman (as and when necessary)
- Honorary Treasurer
- TARA EXCO Members
- Programme Officer
- Other Support Staff.

External Stakeholders:

- Ministry of Works and Transport
- All TARA Members
- TANROADS,
- TARURA
- Other Road Sector stakeholders.

PERFORMANCE INDICATORS

- 1) Timely production and quality of documents related to the running of TARA affairs (minutes of meetings, documents required for EXCO meetings, etc)
- 2) Timely action on correspondences directed to TARA from external organization
- 3) Yearly improvement in the collection of Annual Subscription Fees from TARA members
- 4) Members satisfaction on the quality of services rendered by TARA Office

QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED

- *Degree/Diploma in Management or other related fields* from accredited university/college,
- Minimum 5 years of postgraduate practical experience in similar role;
- Basic Knowledge in Bookkeeping
- Sound knowledge of Microsoft Office software applications particularly Word and Excel.

KEY ATTRIBUTES

- Good interpersonal and communication skills to work effectively within a culturally diverse and multi-disciplinary environment,
- Courteous and business orientated manner when communicating with stakeholders to foster and promote good working relations,
- Co-operative and able to work in a team environment,
- Willingness to learn new skills and acquire new knowledge,
- Ability to apply new knowledge, and
- Ability to work under pressure.



Annexure B: Job Description for Programme Officer

Position: Programme Officer (PO)

Reporting: To Honorary Secretary/Chief Executive Officer of TARA

Duties and Responsibilities

- 1) To assist the Honorary Secretary/Chief Executive Officer of TARA in organizing and implementing programmes approved by the Executive Committee (or Board) of TARA in an efficient and effective manner to meet the members and other stakeholders' expectations. Specific duties shall include: -
 - a. Preparation and circulation of a two-page TARA Weekly Bulletin issued to all registered members and other stakeholders in electronic format;
 - b. To disseminate information about roads and road transport to stakeholders in Tanzania and worldwide.
 - c. To assist the Honorary Secretary/ Chief Executive Officer of TARA in carrying out activities for TARA being the World Road Association (PIARC) National Committee for Tanzania.
 - d. Serve as the primary/focal person in the preparation of TARA Annual programme of events related to training courses, seminars, workshops, conferences and Annual Roads Convention-complete with timelines and budget for review and approval by the Executive Committee through the Honorary Secretary/Chief Executive Officer.
 - e. Lead the organization of all seminars, workshops, conferences and training courses on close consultation with the Honorary/Executive Secretary and the TARA Executive Committee.
 - f. To prepare project proposals for implementation by TARA in collaboration with stakeholders.
 - g. To promote and market TARA services and programmes to stakeholders in the road and transport sector in Tanzania and abroad with the objective of attracting stakeholder's participation and attendance to such programmes.
 - h. To prepare specific Reports after every event showing the performance of the programme based on indicators to be prepared by the Programme Office and pre-agreed with TARA Management.
 - i. Prepare regular performance reports on the programmes and projects as may be directed by the Honorary Secretary/Chief Executive Officer or the Executive Committee from time to time.
 - j. Exercise all efforts in ensuring that the programmes and projects organized and implemented by TARA are cost effective and Value-for- Money.

- 2) To assist the Secretary of the Steering Committee for the **Ten Step Plan for Safer Roads Infrastructure Project** on the day-to-day basis in coordinating the implementation of the project in Tanzania as part of fulfillment of TARA's role of being the Secretariate for the Project. Specific Activities shall include, *inter alia*:



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- a. Assist the Secretary of the Steering Committee or the project in maintaining close liaison with all stakeholders involved in the implementation of the Ten Step Plan for Safer Roads Infrastructure Project
 - b. To lead the preparations of meetings and other forums organised by TARA in relation to the project.
 - c. To serve as recorder of proceeding of meetings of the Steering Committee on behalf of the Secretary;
 - d. To prepare draft minutes of the Steering Committee Meetings on behalf of the Secretary,
 - e. To ensure timely production and dissemination of materials/information related to the Project to target stakeholders
 - f. In collaboration with the Secretary, to establish and maintain a project monitoring framework as directed by the Secretary;
- 3) Carry out any other duties as may be directed by the Secretary of TARA management.
 - 4) Through the Honorary Secretary, to advise the TARA management on any matters for furtherance of the TARA Mission and Vision.

KEY CONTACTS

Internal:

- Honorary Secretary/Chief Executive Officer of TARA
- TARA Chairman (in his capacity as the Secretary for the Ten-Step Plan Project)
- Honorary Treasurer
- TARA EXCO Members
- Administrative Assistant
- Other Support Staff.

External Stakeholders:

- All TARA Members
- Ministry of Works and Transport
- TANROADS,
- TARURA
- iRAP
- International Road Sector Organisations; e.g. PIARC, IRF, etc.
- Other Road Sector stakeholders.

Performance Indicators

- a) Timely production and quality of the TARA Weekly Bulletin.
- b) Timely dissemination of information about roads and road transport to stakeholders in Tanzania and worldwide.
- c) Timely preparation, quality and implementation of TARA Annual Programme of events.
- d) Timely production and quality of Event reports for review by TARA management
- e) Success of Events organized by TARA based on the pre-agreed performance indicators including comments raised by participants in the post event evaluation.

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- f) Timely production of Minutes of meetings organized by Steering Committee for the Ten-Step Plan for Safer Roads Infrastructure project.
- g) Timely production of documents related to the running of TARA programmes
- h) Stakeholder's satisfaction with programmes organized by TARA as well as the services of TARA as the Secretariat for then Ten-Step Plan for Safer Roads Infrastructure project.

QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED

- Degree in transport, social sciences or other related fields from accredited university,
- Minimum 5 years of postgraduate practical experience in similar role;
- Proficiency in computer applications including Microsoft Office software, web-applications,
- Fluency in written and spoken English language.
- Sound knowledge of the transport industry development and challenges in Tanzania with focus on the roads sub-sector.

KEY ATTRIBUTES

- Good interpersonal and communication skills to work effectively within a culturally diverse and multi-disciplinary environment,
- Courteous and business orientated manner when communicating with stakeholders to foster and promote good working relations,
- Co-operative and able to work in a team environment,
- Willingness to learn new skills and acquire new knowledge,
- Ability to apply new knowledge, and
- Ability to work under pressure.