



# TANZANIA POSTS CORPORATION

## VACANCY

Tanzania Posts Corporation (TPC) is a national designated public postal operator established by Act of Parliament No. 19 of 1993 and became operational on 1<sup>st</sup> January, 1994. The corporation is wholly owned by the Government of the United Republic of Tanzania. The principal function of the Corporation is to provide universal postal and ancillary services within and between places outside the United Republic of Tanzania.

The Corporation is looking for a suitably qualified Tanzania citizen of high personal integrity to fill the position of **Principal Estates Officer**

### **1.0 PRINCIPAL ESTATE OFFICER I ( I POST )**

#### **1.1 QUALIFICATIONS & RESPONSIBILITIES**

Holder of Bachelor Degree /Advance Diploma in/Land Management and evaluation or equivalent qualifications from a recognized higher learning Institutions. She/He must be registered with professional Board.

Master degree will be an added advantage and the candidate must be computer literate.

#### **1.2 Duties and Responsibility**

- i. Survey corporate properties to identify faults and initiate rectification process.
- ii. Preparation of structural survey reports, specifications, schedule of works and tender documents.
- iii. Estimating and obtaining tenders. placing contracts and supervises contractor's works.
- iii. Prepare preventative maintenance and corrective maintenance programme.
- iv. Ensure that work is executed as per plan.
- v. Follow up of the title deeds, process and acquisition of Corporations properties.
- vi. Supervise and process valuation reports for various purpose which TPC has vested interests.
- Vii. Supervise works, fire protection system, landscape workers and fumigation of work premises.
- Viii. Preparation and claiming of Corporation Assets and submit to the management.
- Ix. Perform any other duties as may be assigned by the immediate supervisor.

## **2.0 ESTATE OFFICER ( 1 POST )**

### **2.1 QUALIFICATIONS & RESPONSIBILITIES**

Holder of Bachelor Degree in Land Management and Valuation Estates Managements. Building Economics will be an added advantage Must be computer literate and not above 35 years of age. She/He must be registered with Professional Board.

### **2.2 Duties and Responsibility**

- i. Inspect the building in order to identify defects and timely provide report superior.
- ii. Attend with courtesy tenants complains and timely provide report to supervisor.
- iii. Carrying up rent assessment and ensuring that rent is paid by all tenants and timely provides report to supervisor.
- iii. Ensure that land rent and services charges in respect of the plots are paid promptly and timely.
- iv. Advise timely on matters related to property management.
- v. Assist in developing monthly and annual maintenance programs of the properties and timely provide report to supervisor.
- vi. Ensure that the building is promptly and efficiently , supplied with all facilities .
- vii. Perform any other duties as he/she may be assigned by the immediate supervisor .

## **3.0 QUANTITY SURVEYOR I ( I POST )**

### **3.1 QUALIFICATIONS AND EXPERIENCE**

Holder of University Degree or Advance Diploma in (Building Economics) quantity surveying from a recognized University/College. She/he must be registered with professional board. Must be computer literate

The applicant should not be above 35 years of age.

### **3.2 Duties and responsibilities**

- i. Manage cost on a wide variety of new building projects.
- ii. Undertake cost analysis for repair and maintenance projects works.
- iii. Prepare early stage budgets and detailed cost plans.
- iv. Perform risk and value management cost control.
- v. Assess documents submitted by Consultants to ensure sufficient information available to prepare tender.
- vi. Preparing tender and contract documents including bills of quantities.
- vii. Identify, analyzing and developing responses to commercial risks.
- viii. Prepare and analyzing costing for tender.
- ix. Provide advice on contractual claims.
- x. Undertake supervisory duties on contract from initiation to satisfactory completion of works.
- xi. Value completed works and recommended payments.

- xii. Prepare manual plan and budget estimates for the repair of infrastructure and capital developments
- xiii. Participate in the preparation and appraisal of feasibility studies.
- xiv. Perform any other duties as may be assigned by immediate supervisor.

#### **4.0 ARCHITECT ( 1POST)**

##### **4.1 QUALIFICATIONS**

Holder of Degree /Advance Diploma in Architecture or its equivalent from a recognized institution and must be registered with Board of Architect and Quantity Surveyors . Must be computer literate  
The applicant should not be above 35 years of age.

##### **4.2 Duties & Responsibilities**

- i. Preparing and presenting design proposal to clients
- ii Control project from start to finish to ensure high quality, innovative and functional design.
- iii To take the brief to identify clients needs and put together feasibility reports and design proposal
- iv Develop Ideas keeping in mind client's needs, building's usage and environmental impact.
- v. Compile project specifications
- vi Keep within budget and time lines.
- vii. Ensure that all works are carried out specific standards, building codes, guidelines and regulations.
- viii. Make on site visits to check on project status and give feedback to the immediate supervisor.
- ix. Cooperate and liaise with construction professional
- x. Follow architectural trends and advancements
- xi. Assist in application of building permits and any other necessary guidelines in respect of building regulation from local authorities.
- xii Perform any other duties as may be assigned by the immediate supervisor.

#### **5.0 ASSISTANT CRAFTSMAN II - PLUMBER ( 1 POSTS )**

##### **5.1 QUALIFICATIONS & RESPONSIBILITIES**

Holder of Form IV with Trade Test Grade II in relevant field with atleast two years (2) of working experience. Must be computer literate.

The applicant should not be above 35 years of age.

##### **5.2 Duties and Responsibility**

- i. Perform specified technical jobs which require high skill/craftsmanship with moderate supervision
- ii. Participate in repair and maintenance of facilities.
- iii. Perform with minimum supervision technical jobs requiring high levels of skills/ craftsmanship.
- iv .Perform any other duties as may be assigned by immediate supervisor

## **6.0 DUTY STATION**

Successful candidate will be stationed at Tanzania Posts Corporation Headquarters, Dar es Salaam.

## **7.0 REMUNERATION**

The above post carries competitive remuneration as per Tanzania Posts Corporation salary structure.

### **MODE OF APPLICATION**

Interested and qualified employees are invited to submit their applications in writing enclosing detailed curriculum vitae and certified copies of relevant education, professional certificates and testimonials together with names of three referees and their (referees) contact addresses, telephone number(s) and e-mail addresses. **All application should be sent by registered mail or EMS courier** so as to reach the addressee mentioned below.

**Deadline for receiving application is 27<sup>th</sup> April, 2017.**

**THE POSTMASTER GENERAL,  
TANZANIA POSTS CORPORATION,  
POSTA HOUSE,  
P.O. BOX 9551,  
DAR ES SALAAM.**