



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF TRANSPORT  
TANZANIA AIRPORTS AUTHORITY



TEMPORARY EMPLOYMENT OPPORTUNITIES

Date: 12<sup>th</sup> December, 2024

Tanzania Airports Authority (TAA) is a Government Authority established to operate, manage, maintain and develop Government owned airports with a commercially oriented Management style. As of implementing its Organizational Structure, TAA hereby invites applications from suitably qualified, creative and results driven candidates to fill the following vacant posts.

**Post Title: Assistant Airport Security Officer II (18)**

**Duties and Responsibilities;**

- i. To assist in provide screening services to departing passengers and Mails and Cargo, aircrew/hostesses, flights and visitors at the airport;
- ii. To assist in control movement of people, vehicles and animals in the security protected areas;
- iii. To prevent and spot any suspicion of theft and burglary at the airport;
- iv. To ensure that passengers adhere to security procedures before boarding or disembarking the aircraft;
- v. To report any unattended baggage as per the established SOPs;
- vi. To assist in search of vehicles at security access areas/gates;
- vii. To assist in conduct patrol and general surveillance;
- viii. To assist in escort visitors to security restricted areas; and
- ix. To perform any other relevant duties as may be assigned by the supervisor.

**QUALIFICATIONS:**

Holder of Diploma in one of the following fields; Sociology, Linguistic, Public Administration, International Relations, Public Relations, Business Administration or equivalent qualification from a recognized Institution or equivalent qualifications.

**Salary Scale – TAAS 3**

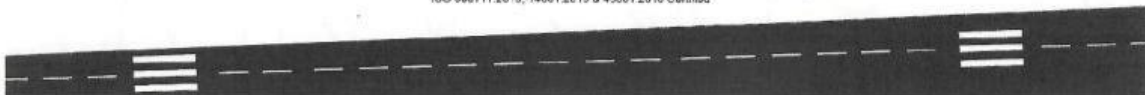
**Post Title: Accounts Officer II (5 Post)**

**Duties and Responsibilities:**

- i. To pursue insurance covers for employees, equipment and premises;
- ii. To prepare accounts documentation;
- iii. To dispatch voucher lists;

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- iv. To make batching of Payment Vouchers as per Cashbook;
- v. To keep batches of Payment Voucher, Cashbook and Exchequer Receipt Vouchers;
- vi. To maintain Petty Cashbook and Register;
- vii. To maintain incoming and outgoing Cheque register;
- viii. To assist in preparation of financial reports;
- ix. To assist in carrying out regular bank reconciliation; and
- x. To perform any other duties as may be assigned by supervisor.

**QUALIFICATIONS:**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance, Banking majoring in Accounting or Finance or equivalent qualifications from a recognized Institution.

**Salary Scale – TAAS 4**

**Post Title: Assistant Accounts Officer (5 Post)**

**Duties and Responsibilities:**

- i. To pursue deductions and insurance covers for employees, equipment and premises;
- ii. To participate in the reconciliation of fees register;
- iii. To receive and keep in proper custody bills, invoices and other claims pending payment;
- iv. To prepare bank reconciliation statements;
- v. To cross check reconciled general ledger balances with subsidiary ledger balances;
- vi. To maintain books of accounts; and
- vii. To perform any other duties as may be assigned by supervisor(s).

**QUALIFICATIONS:**

Holder of Diploma in one of the following fields: Accountancy, Finance, Commerce or Business Administration majoring in Accountancy, Banking majoring in Finance or Accounting or Finance or equivalent qualifications from a recognized Institution.

**Salary Scale – TAAS 3**

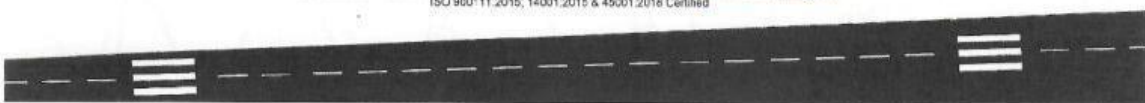
**Post Title: Airport Operations Officer II (8 Post)**

**Duties and Responsibilities:**

- i. To carry out regular airfield inspection on the maneuvering areas of airport and apron to ensure safety and serviceability of infrastructure and landing aids and report status;
- ii. To supervise services rendered by services contractor in the terminal building

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**Post Title: Assistant Aircraft Marshaller (10 Post)**

**Duties and Responsibilities:**

- i. To assist Aircraft Marshaller in marshalling of aircraft activities.
- ii. To collect and record daily statistics on incoming and outgoing flights and passenger movements,
- iii. To assist in disseminating aircraft movement information to the public address centre and other users,
- iv. To conduct apron inspection and ensure there is no fog, spillage and any obstacles that can endanger aircraft movement and remove any obstacles which will hinder the aircraft's maneuvering on the apron,
- v. To inspect aerobridges, automatic optical guidance system, flood lights and unusual pavement condition and report any damage, spillage or un-serviceability,
- vi. To observe and ensure all apron movements (vehicles, equipments, staff and passengers) comply with developed safety operating procedures,
- vii. To report the occurrence of accident or incidents on airside and apron immediately,
- viii. To direct the pilots on where to park aircraft on the apron and ensure proper parking of aircrafts in their respective parking bays based on their type and size,
- ix. To assist Marshaller to undertake inspection of AVOP licenses of all drivers and operators on the airside,
- x. To be in constant contact with Air Traffic Control, ground operations and communicate and disseminate the same to airport users e.g. airline operators, information personnel and management and,
- xi. To perform other duties as may be assigned by Supervisor.

**QUALIFICATIONS:**

Holder of Certificate in one of the following fields; Public Administration, Human Resources, Statistics, Business Administration/Commerce majoring in Finance or Accounts, or equivalent qualification from a recognized Institution and should have computer knowledge. Applicant with knowledge of foreign Languages will be an added advantage.

**Salary Scale – TAAS 2**

**Post Title: Statistician II (1 Post)**

**Duties and Responsibilities:**

- i. To designing questionnaire for various aviation statistical surveys,
- ii. To collect and process the statistical data and any other operational data from Aircraft operators, Ground handlers and other sources,
- iii. To carry out data reconciliation on monthly basis for Embarked Commercial Passengers with airline operators before submitting a report to TRA,
- iv. To prepare and distributes statistics reports to various stakeholders,
- v. To assisting in processing and analyzing airports data,
- vi. To keep the traffic statistical data in the data bank,

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- vii. To reconcile the correctness and reliability of aviation and other operational data received from the regional airports; and
- viii. To perform any other duties assigned by immediate supervisor.

**QUALIFICATIONS:**

Holder of Bachelor Degree in Statistics, Biometry, Mathematics, Biostatistics or equivalent qualifications from recognized Institution.

**Salary Scale: TAAS 4**

**Post Title: Procurement Officer II (1 Post)**

**Duties and Responsibilities:**

- i. To make follow up on receiving, storing and distribution of all stock items;
- ii. To maintain a location index system in the store;
- iii. To issue approved tendering and contract documents;
- iv. To manage archive records of the procurement and disposal process;
- v. To maintain a list or Register of all contract awarded;
- vi. To maintain an updated inventory of goods, supplies and materials;
- vii. To assist in the process of procurement tenders as per approved policies and procedures;
- viii. To maintain records for each local purchase order;
- ix. To make follow up of supply contracts and ensures contracts are honored; and
- x. To perform any other related duties as may be assigned by supervisor.

**QUALIFICATIONS:**

Holder of Bachelor Degree in one of the following fields: Procurement and Supplies Management, Materials Management, Logistics Management, Commerce or Business Administration (majoring in Procurement and Supplies Management) or equivalent qualifications from a recognized institution. The candidate must be registered by PSPTB as Graduate Procurement and Supplies Professional.

**Salary Scale: TAAS 4**

**Post Title: Environmental Officer II (3 Post)**

**Duties and Responsibilities:**

- i. To support the implementation of the environmental management system at Tanzania Airport Authority in accordance with the applicable National and International standards,
- ii. To maintain Tanzania Airport Authority Environmental policy,
- iii. To support the implementation of Tanzania Airport Authority environmental policy,
- iv. To update and maintain Environmental Management Section asset register,
- v. To manage environmental studies/issues at project development level,
- vi. To perform any other duties as may be assigned by supervisor.

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**QUALIFICATIONS:**

Holder of Bachelor Degree in Environmental Management, Landscape Management, Geography and Environmental Studies, Environmental Studies and Conservation, Environmental Science and Management, Environmental Planning and Management or equivalent qualifications from a recognized Institution.

**Salary Scale: TAAS 4**

**Post Title: ICT Officer II (8 Post)****Duties and Responsibilities:****SYSTEMS ADMINISTRATOR**

- i. To assist in installing, configuration and supporting new hardware and application software for client / server,
- ii. To cooperate with network administrator and hardware systems sections to establish dependencies,
- iii. To perform maintenance activities, data and system backups and restoration,
- iv. To create and maintains user accounts,
- v. To propose hardware and software requirements,
- vi. To prepare of systems and technical documentations,
- vii. To perform quality assurance metrics and,
- viii. To perform other duties as may be directed by supervisor.

**DATABASE ADMINISTRATOR AND WEB MASTER**

- i. To design, develop and deploy websites,
- ii. To update and manage website,
- iii. To configure and manage website and application servers,
- iv. To publish information to the website as per website policy,
- v. To implement security policy for website and Unified Communication,
- vi. To facilitate the website content authors accessibility and contents standards,
- vii. To perform day to day backups and restorations of websites systems and contents,
- viii. To develop Website architecture, application models and user interface specifications,
- ix. To prepare functional, content, testing and technical specifications,
- x. To review technical considerations and constraints,
- xi. To develop and perform usability and testing integration and document test results,
- xii. To develop test procedures and performance assessment requirements,
- xiii. To prepare websites statistics reports for management,
- xiv. To recommend and implement corrective actions for performance improvements,
- xv. To implement and test database,
- xvi. To develop back and front-end database connectivity,
- xvii. To implement security policy and access control,
- xviii. To maintain physical organization of database objects,
- xix. To provide database client and user services and,
- xx. To perform other duties as may be assigned by supervisor.

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#### **NETWORK ADMINISTRATOR**

- i. To design, install and configure LAN and WAN infrastructure,
- ii. To review LAN and WAN architecture,
- iii. To test network equipment and devices,
- iv. To implement network security plan, ensures network and systems security in terms of confidentiality, integrity & availability,
- v. To develop and implements preventive maintenance plan for the network,
- vi. To monitor and maintain software and hardware for optimal network performance,
- vii. To review and update network configuration plan,
- viii. To analyze network problems, traffic and work out appropriate solutions,
- ix. To evaluate and recommend changes to current and future network requirements to meet needs,
- x. To implement the overall strategic goals of the network system,
- xi. To create and present reports regarding LAN and WAN performance,
- xii. To troubleshoot network systems and recommend improvements and,
- xiii. To perform other duties as may be assigned by supervisor.

#### **SYSTEM ANALYST**

- i. To assist in training technical support staff,
- ii. To evaluate, implement and document enhancements,
- iii. To assist in identifying system platform, components and dependencies,
- iv. To identify software maintenance requirements,
- v. To prepare detailed analysis, design, and custom programming specifications and architecture,
- vi. To determine processes and software that ensure the quality, reliability, and system security,
- vii. To assist in performing systems validation and verification,
- viii. To collect information, analyse and evaluate existing or proposed systems,
- ix. To plan, install, configure, troubleshoot, maintain and upgrade operating systems,
- x. To troubleshoot and resolve hardware, software, and connectivity problems, including user access and component configuration,
- xi. To record and maintain hardware and software inventories, site and/or server licensing, and user access and security and,
- xii. To perform other duties as may be assigned by supervisor.

#### **QUALIFICATIONS:**

Holder of Bachelor Degree or Advanced Diploma in Computer Science, Computer Engineering, Software Engineering, Information Technology, Database Administration, Computer Systems Analysis, Computer Systems Security, Network Administration, Web and Multimedia Administration, Computer Applications, Computer Programming or equivalent qualifications from a recognized Institution. Relevant professional qualification such as MCITP, DBA, OCP, CISA, REDHAT, etc. is an added advantage.

**Salary Scale: TAAS 5**

**Post Title: Assistant ICT Officer II (6 Post)**

#### **Duties and Responsibilities:**

- i. To assist in maintaining log and/or list of required repair and maintenance on daily basis;

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- ii. To assist in maintaining current and accurate inventory of technology hardware, software and resources;
- iii. To run computer programing;
- iv. To assist in installing, configurations and supporting new hardware and application software for client / server;
- v. To assist in performing maintenance activities, data and system backups and restoration;
- vi. To create and maintain user accounts;
- vii. To assist in preparing systems and technical documents;
- viii. To assist in performing quality assurance metrics and;
- ix. To perform other duties as may be directed by supervisor.

**QUALIFICATIONS:**

Holder of Ordinary Diploma in one of the following fields; Computer Science, Information Technology, Computer Engineering or equivalent computer qualifications from a recognized Institutions.

**Salary Scale: TAAS 4**

**Post Title: Architect II (2 Post)**

**Duties and Responsibilities:**

- i. To assist in designing and planning of buildings and other related structures;
- ii. To assist in preparation of different building/construction and related project proposals;
- iii. To assist in estimating construction costs based on the building and/or structure designed;
- iv. To assist in carrying out feasibility studies and drafting of technical documents related to the designs;
- v. To assist in implementation of daily building/construction and related activities;
- vi. To assist in inspecting building projects at all stages; and
- vii. To perform any other related duties as may be assigned by the supervisor.

**QUALIFICATIONS:**

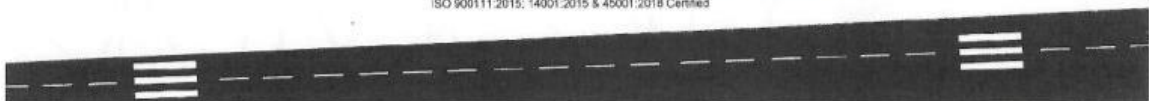
Holder of Bachelor Degree in one of the following fields: Architecture, Building Design, Architectural and Building Engineering Technology, Landscape Architecture, Architectural Technology, Architectural Engineering, Interior Design or equivalent qualification from a recognized institution. **Must be registered by the Architect and Quantity Surveyors Registration Board (AQSRB) as a graduate Architect.**

**Salary Scale: TAAS 5**

**Post Title: QUANTITY SURVEYOR II (2 Post)**

**Duties and Responsibilities:**

- i. To assist in price forecasts for different materials needed for the construction project;
- ii. To assist in preparing Tender Documents, engagement contracts, project budgets, bills of quantities and other related documents;
- iii. To assist in assessment of Architectural and Structural drawings;
- iv. To assist in valuing the works in progress for interim certificates;



- v. To assist in preparation of contractual arrangements;
- vi. To assist in conducting both site and work inspection including meeting the specifications;
- vii. To assist in collecting statistical data of different projects on building materials;
- viii. To assist in planning for refurbishment and maintenance; and
- ix. To perform any other related duties as may be assigned by the supervisor.

**QUALIFICATIONS:**

Holder of Bachelor Degree in one of the following fields: Building Economics, Quantity Surveying or equivalent qualifications from a recognized Institution. Must be registered with Architect and Quantity Surveyors Registration Board (AQSRB) as a Graduate Quantity Surveyor.

**Salary Scale: TAAS 5**

**Post Title: Civil Engineer II (1 Post)**

**Duties and Responsibilities:**

- i. To ensure that capital projects are implemented as planned and designed and in accordance with the strategic plan, master plan and design standards,
- ii. To provide day to day oversight of all physical and capital planning activities including prioritizing resource allocations and coordinating the capital planning approval processes,
- iii. To coordinate the implementation of activities for capital projects and ensure that budget and timelines are adhered to,
- iv. To inspect civil engineering infrastructures and buildings to ensure they are in good conditions and provide preventive maintenance services as per set schedules,
- v. To advise on maintenance/repair alternatives and methods including necessary drawings, technical specifications, bills of quantities (BOQ) and cost estimates,
- vi. To prepare tender documents and request for proposals for procurement of contractors and consultants and participate in tender openings and evaluation,
- vii. To participate in preparation of contract documents for maintenance and development of airport works in liaison with the immediate supervisor and procurement unit,
- viii. To provide technical advice to airport users on alterations or modifications of existing structures,
- ix. To prepare departmental annual procurement programs according to set goals and deadlines,
- x. To participate in the preparation of strategic plans and budget for the department,
- xi. To supervise and monitor minor works to ensure implementation is done according to specifications and finished on time,
- xii. To inspect, evaluate and prepare interim payment certificates for minor/small works,
- xiii. To manage, train and develop civil engineering technicians and,
- xiv. To perform any other duties as may be assigned supervisor.

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- modifications, improvements, installations and commissioning work,
- iv. To assist the engineers and technicians and work as per their instructions and apply engineering solutions in order to solve technical problems and ensure compatibility, safety of system and reporting technical problems to engineers,
  - v. To maintain an awareness of and comply with technical and SHE standards, regulations and procedures and ensure that "Safe Systems of Work" are complied with at all times,
  - vi. To collect data for planning, maintain and update records whenever necessary,
  - vii. To maintain a high standard of proficiency in own skill areas and,
  - viii. To perform other duty as may be assigned by supervisor.

**QUALIFICATIONS:**

Holder of a Diploma (NTA 6) in Civil, Building, Full Technician Certificate (FTC) in respective fields. The candidate must be computer literate.

**Salary Scale – TAAS 3**

**Post Title: Electrical Technician II (2 Post)**

**Duties and Responsibilities;**

- i. To undertake daily inspection of all airport facilities so as to determine need for service or maintenance,
- ii. To carry out preventative maintenance and fault diagnosis on plant and equipment so as to minimize breakdowns and maintenance costs,
- iii. Carry out maintenance of airport equipment and buildings in accordance with preventive maintenance schedules/programs,
- iv. To liaise with supervisor for modifications, improvements, installations and commissioning work,
- v. Assist the engineers and technicians and work as per their instructions and apply engineering solutions in order to solve technical problems and ensure compatibility, safety of system and reporting technical problems to engineers,
- vi. To maintain awareness and compliance with technical, safety health environment (SHE), standards, regulations and procedures.
- vii. To liaise with other airport users interested in making alterations or additions to existing structures,
- viii. To collect data for planning, maintain and update records whenever necessary,
- ix. Maintain a high standard of proficiency in own skill areas and,
- x. To perform any other duty as may be assigned by supervisor.

**QUALIFICATIONS:**

Holder of a Diploma (NTA 6) in Electrical or Full Technician Certificate (FTC) in respective fields. The candidate must be computer literate.

**Salary Scale – TAAS 3**

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**Post Title: Electro-Mechanical/Mechanical Technician II (1 Post)**

**Duties and Responsibilities:**

- i. To undertake daily inspection of all airports facilities so as to determine need for service or maintenance,
- ii. To carry out preventative maintenance and fault diagnosis on plant and equipment so as to minimize breakdowns and maintenance costs and improve availability,
- iii. To carry out maintenance work at the Airport equipment and building in an orderly, smooth and regular inspection in accordance with preventive maintenance schedules/programs and liaise with supervisor for modifications, improvements, installations and commissioning work
- iv. To test various types of electro-mechanical/ mechanical equipment and related devices for conformity to standards and performance,
- v. To assemble and test experimental motor-control devices, switch panels, generator, solenoids, and other electrical equipment and components according to engineering data and knowledge of electrical principles,
- vi. To assists in the purchase of materials and production equipments including sourcing for quotations on costs of new projects,
- vii. To continuously undertake risk identification/originator and report to immediate supervisor and/ or advise management on whether continued operation of equipment could be hazardous,
- viii. To maintain an awareness of and comply with technical and SHE standards, regulations and procedures and ensure that "Safe Systems of Work" are complied with at all times,
- ix. To liaise with other airport users interested in making alterations or additions to existing structures,
- x. To collect data for planning, maintain and update records whenever necessary,
- xi. To maintain a high standard of proficiency in own skill areas,
- xii. To perform any other duties as may be assigned supervisor.

**QUALIFICATIONS:**

Holder of a Diploma (NTA 6) in Electro mechanical/Mechanical, Electronics and Telecommunications or Full Technician Certificate (FTC) in respective fields. The candidate must be computer literate.

**Salary Scale – TAAS 3**

**Post Title: Artisan II (5 Post)**

**Duties and Responsibilities:**

**General Duties;**

- i. To assist in performing specified technical jobs;
- ii. To prepare and report a list of operational repairs of machinery, buildings, maintenance and problems to the head;
- iii. To perform general cleanness of the plants and its surroundings;
- iv. To assist in advising specified technical jobs;
- v. To assist in maintaining machinery, tools and equipment; and
- vi. To perform any other related duties as may be assigned by the supervisor.

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### **Mechanical**

- i. To undertake repair works or fabricate equipment, plants and parts scheduled by respective section;
- ii. To prepare equipment to the required standards;
- iii. To carry out maintenance and repair of light equipment;
- iv. To carry out preventive maintenance according to schedule;
- v. To ensure mechanical equipment is in good working conditions;
- vi. To take care of working tools and equipment;
- vii. To carry out cleaning activities at work site;
- viii. To carry out preventive maintenance for plants, motor vehicles and other mechanical equipment and;
- ix. To perform any other related duties as may be assigned by the supervisor.

### **Electrical**

- i. To maintain electrical installation;
- ii. To maintain and operate the power plant;
- iii. To maintain electrical systems and components;
- iv. To undertake repair and maintenance work for electrical installations and electronic components;
- v. To undertake auto-electrical repair and maintenance jobs;
- vi. To undertake auto-electrical circuitry in motor vehicle and other equipment/plants;
- vii. To carry out preventive maintenance according to schedule;
- viii. To carry out preventive maintenance activities according to schedule and;
- ix. To perform any other related duties as may be assigned by the supervisor.

### **Civil Works (Carpentry, Masonry and Plumbing)**

- i. To undertake Carpentry, Masonry and Plumbing works;
- ii. To undertake the planning and control of maintenance activities related to Carpentry, Masonry and Plumbing;
- iii. To manage the Carpentry and plumbing workshop;
- iv. To keep Carpentry, Masonry and Plumbing equipment and tools in good working conditions;
- v. To undertake the planning and control and maintenance activities related to Carpentry, Masonry and Plumbing;
- vi. To maintain and repair valves, pipe fittings etc;
- vii. To maintain plumbing systems in buildings being repaired;
- viii. To perform any other related duties as may be assigned by the supervisor.

### **QUALIFICATIONS:**

Holder of a Form Four (IV) Certificate with Trade Test II or Level II in one of the following fields: plumbing, pipe fitting, masonry, carpentry and joinery, painting, mechanics, electrical, welding, tailoring or related disciplines from VETA or any other recognized Vocational Institution training institution.

### **Salary Scale – TAAS 2**

### **TENURE**

- TAA is an equal opportunity employer,
- **Staff will be employed on temporary terms (1 Year).**

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- and public areas and ensure compliance to Service Level Agreement,
- iii. To ensure upkeep of airport airstrip (grass cutting, open drainage and cleanness),
  - iv. To ensure quality services and serviceability of facilities in terminal building and public areas,
  - v. To ensure availability and readiness of apron management services,
  - vi. To respond and provide assistance during airport emergencies as may be required/directed by senior operations officer,
  - vii. To participate in the coordination and facilitation of VIP's and Heads of state,
  - viii. To perform other duties as may be assigned by Supervisor.

**QUALIFICATIONS:**

Holder of Bachelor in one of the following fields; Business Administration, Public Administration, Public Relations, International Relations, Transport and Logistics Management, Aviation Management, or equivalent qualification from a recognized Institution.

**Salary scale: TAAS 4**

**Post Title: Customer Service Officer II (1 Post)**

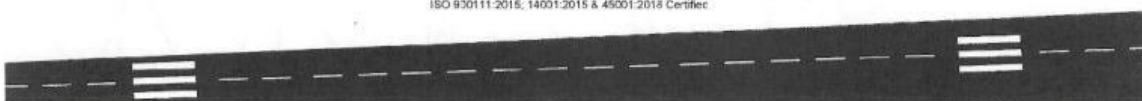
**Duties and Responsibilities:**

- i. To identify customers and their needs,
- ii. To interact with airport customers to provide them with information and guidance on their inquiries regarding services provided,
- iii. To coordinate with other departments on customer care matters and provide reports daily, weekly, monthly, and annually,
- iv. To provide consistence customer care of the highest standards in accordance with professional ethics in the working environment,
- v. To communicate courteously with customers at all times by telephone, e-mail, letters, face to face, etc.
- vi. To facilitate training of other employees in customer care issues and encourage sharing of experience and,
- vii. To perform other duties as may be assigned by supervisor.

**QUALIFICATIONS:**

Holder of Bachelor Degree in one of the following fields; Marketing, Information Technology, Computer Science, Mass Communication, Entrepreneurship, Public Relations, Commerce/Business Administration majoring in Marketing, or equivalent qualifications from a recognized Institution.

**Salary Scale – TAAS 4**



**QUALIFICATIONS:**

Holder of Bachelor Degree or Advanced Diploma in Civil Engineering from a recognized Institution. Must be registered by the Engineers Registration Board (ERB) as a Graduate Engineer.

**Salary scale: TAAS 5**

**Post Title: Electrical Engineer II (3 Post)****Duties and Responsibilities:**

- i. To oversee the work of lower level technical support personnel,
- ii. To require broad knowledge of precedence in the specialist area and a solid knowledge of principles and practices of related technical area,
- iii. To require a broad knowledge of the application of engineering to plan and equipment constructability as applied to construction method and materials as well as the economic involved,
- iv. To assign and coordinate works to technician, senior technician, principal technician and graduate engineer or less experience engineer,
- v. To assist in selection of discipline personnel assigned engineering work and projects,
- vi. To require extensive and independent contact with clients, vendor's representatives and project field personnel. Attend and participate in client and airports meetings,
- vii. To provide engineering information by answering questions and requests,
- viii. Maintains product and company reputation by complying with government regulations,
- ix. To keep equipment operational by coordinating maintenance and repair services; following established procedures; requesting special services,
- x. To provide technical direction and on the job training to subordinates and,
- xi. To perform any other duties as may be assigned by supervisor.

**QUALIFICATIONS:**

Holder of Bachelor Degree or Advanced Diploma Electrical Engineering from a recognized Institution. Must be registered by the Engineers Registration Board (ERB) as a Graduate Engineer.

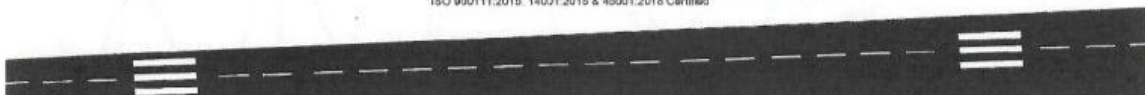
**Salary scale: TAAS 5**

**Post Title: Civil Technician II (2 Post)****Duties and Responsibilities:**

- i. To undertake daily inspection of all airports facilities so as to determine need for service or maintenance,
- ii. To carry out preventative maintenance and fault diagnosis on civil infrastructure and buildings so as to minimize breakdowns and maintenance costs and improve availability,
- iii. To carry out maintenance work at the Airport civil infrastructure and building in an orderly, smooth and regular inspection in accordance with preventive maintenance, Schedules/programs and liaise with supervisor for

\*\*Connecting Tanzania to the World\*\*

P.O. Box 18000, 1206 Kipawa Airport Street, Dar es Salaam, Tanzania. Telephone: +255 22 284 2402-3.  
Facsimile: +255 22 284 4495, Website: [www.taa.go.tz](http://www.taa.go.tz), Email: [info@airports.go.tz](mailto:info@airports.go.tz)  
ISO 9001:2015, 14001:2015 & 45001:2018 Certified



#### **MODE OF APPLICATION.**

- i. All applicants must be Citizens of Tanzania;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in their application letter;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; Postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates: -
  - Degree/Advanced Diploma/Diploma/Certificates;
  - Degree/Advanced Diploma/Diploma/Certificates transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);
  - Birth certificate;
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vii. An applicant who is retired from the Public Service for whatever reason **SHOULD NOT** apply;
- viii. An applicant should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);
- x. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xi. Presentation of forged certificates and other information will necessitate to legal action;
- xii. The applicant who will submit the application through e-mail address provided below should attach all necessary attachments as one document or file in PDF format;
- xiii. Only short-listed candidates will be informed on a date for interview;
- xiv. Deadline for application is on **25<sup>th</sup> December, 2024** and;
- xv. Interested applicants should submit their applications through [dq@airports.go.tz](mailto:dq@airports.go.tz) or to the following address.

**The Director General,  
Tanzania Airports Authority,  
1206 Kipawa Airport Street,  
P.O. Box 18000,  
DAR ES SALAAM.**

