

# TANZANIA AUTOMOTIVE TECHNOLOGY CENTRE (NYUMBU)



## EMPLOYMENT OPPORTUNITIES

Tanzania Automotive Technology Centre (TATC), synonymously known as "Shaka la Nyumbu" was formally established on the 14th December 1985, through a Presidential Order, made under the Public Corporations Act 1969. TATC's mission is to develop a reputable capacity for automotive engineering by conducting research and innovation, technology transfer and quality assurance services.

TATC is wholly owned by the Government of the United Republic of Tanzania through the Ministry of Defence and National Service (MoDNS).

TATC seeks to recruit, intelligent and result-oriented Tanzanians with high integrity, to fill the following vacancies:-

### 1. RESEARCH ASSISTANT - 1 POST Reports to: Chief Research Officer

- b. Duties and Responsibilities**
- Determination of appropriate materials for automotive engineering application
  - Engineering products and system failure investigation
  - Rehabilitation of engineering systems and processes for improved productivity
  - Conducting consultancy works related to engineering research
  - Conducting analysis on disposition of sub-standard materials such as downgrading, reprocessing or scrapping
  - The use of computer Aided Engineering in project development and promotion
  - Preparation of computer programmes
  - Preparation of artistic impressions of new concepts and products

**c. Qualifications**  
Fresh graduates with 1st Degree at least Upper 2nd class or equivalent qualifications in Mechanical Engineering (BSc. Mech Eng) from recognized Institution of Higher Learning.

### 2. DESIGN ENGINEER II - 1 POST Reports to: Chief Design Engineer

- b. Duties and Responsibilities**
- To supervise and evaluate all projects being conducted by junior engineers
  - To work on major engineering innovation works including design and development of new machines, and to ensure that sound engineering designs are evolved right from the concept stage.
  - To conduct consultancy projects/works.

**c. Qualifications**  
The incumbent must have post Graduate qualifications in Mechanical Engineering and over 2 years working experience in design.

### 3. PRODUCTION ENGINEER II - 1 POST Report to: Chief Works Engineer

- b. Duties and Responsibilities**
- Evaluation of methodology and value analysis of Production processes.
  - Machine tool evaluation for suitability in specific manufacturing applications.
  - Materials analysis and synthesis to suit particular engineering application
  - Conducting engineering consultancy for industry and Government institutions.
  - Preparation of production programmes for prototype and batch manufacture.
  - Evaluation of problems involving quality control, testing techniques and methods of application of metallurgical specification to metal products.

**c. Qualifications**

- A holder of Masters of Science Degree in Mechanical Engineering (MSc. Eng).
- The incumbent must be a registered Graduate Engineer or Professional Engineer in accordance with ERB regulations.

### 4. DESIGN TECHNICIAN III - 2 POSTS Report to: Chief Design Engineer

- b. Duties and Responsibilities**
- To undertake design of small engineering projects under the supervision of design engineers.
  - To direct design technicians and draughts persons in the application of computer aided draughting.
  - To prepare bills of materials for projects
  - To supervise and direct junior technician on appropriate design practices
  - To prepare data for preliminary project costing.

**c. Qualifications**  
A holder of Full Technician Certificate (FTC) or Diploma (Mechanical or Automobile) with six (6) years working experience as technician in a reputable R&D/Manufacturing organization.

### 5. PLANT TECHNICIAN III - 1 POST Reports to: Chief Maintenance Engineer

- b. Duties and Responsibilities**  
Shall work closely with Engineers and assists them in the following functions:
- Preparation of instructions for preventive maintenance schedules for plants & equipments
  - Installation of new plants and equipments
  - Rehabilitation of plants and machinery
  - Conduct tests on repaired machines to verify repairs.

**c. Qualifications**  
A holder of Full Technician Certificate (FTC) or Diploma (Mechanical or Automobile) with six (6) years working experience as technician in a reputable R&D/Manufacturing organization.

### 6. ASSISTANT WELDER II - 5 POSTS Report to: Chief Works Engineer

- b. Duties and Responsibilities**
- To instruct junior welders.
  - To inspect and recognize defects on work done by junior welders.
  - To identify machine malfunction and reports to Foreman.
  - Prepares work pieces which requires special attention before welding for junior artisans

**c. Qualifications**  
Form IV education with Trade Test Grade II or CBET Level II in a relevant field

### 7. ASSISTANT FITTER TURNER II - 2 POST Reports to: Chief Works Engineer

- b. Duties and Responsibilities**
- To make any special tools, fixtures, jigs and any other auxiliary equipment such as quality control gauges using tool room equipment and skills.
  - To instruct machinists of lower grades in tool room

**c. Qualifications**  
Form IV education with Trade Test Grade II or CBET Level II in a relevant field

### 8. ASSISTANT SPRAY PAINTER II - 3 POSTS Reports to: Chief Works Engineer

- b. Duties and Responsibilities**
- To do panel beating and gas welding for finishing or repair.
  - To spray paints, first and finish coat without close supervision
  - To paint special coats for special application.
  - Up hold industrial safety.

**c. Qualifications**  
Form IV education with Trade Test Grade II or CBET Level II in a relevant field

### 9. ASSISTANT FOUNDRY MAN II - 8 POSTS Reports to: Chief Foundry Engineer

- b. Duties and Responsibilities**
- To make moulds of simple castings
  - To prepare and proceed to make moulds in green and sodium silicate bonded sands.
  - To operate with high degree of confidence simple foundry machines such as:-
    - Pneumatic rammers
    - Sand mixer
    - Cranes

**c. Qualifications**  
Form IV education with Trade Test Grade II or CBET Level II in a relevant field

### 10. ASSISTANT AUTO ELECTRICIAN II - 2 POST Reports to: Chief Maintenance Engineer

- b. Duties and Responsibilities**
- Conducts in-process inspection and quality of products and Production processes and work in progress.
  - Performs acceptance testing on machine tools
  - Conducts reliability analysis, evaluation and engineering value analysis of new products.
  - Tests and evaluates prototype engineering system.
  - Conducts quality improvement programmes in order to improve work practice, product and services quality
  - Collaborates adequate Quality Control Technicians on effective use of equipment, both in the laboratories and test equipment and advice on safety and health consideration.

**c. Qualifications**  
Form four educations with Trade Test grade II or CBET Level II in relevant field.

### 11. ASSISTANT FITTER MECHANICS II - 2 POSTS Reports to: Chief Maintenance Engineer

- b. Duties and Responsibilities**
- Fault finding and rectifying plants & equipment.
  - Assemble and disassemble mechanical systems.
  - Drilling, tapping and hand reaming new holes during assembly of mechanical parts.
  - Re-threading or re-tapping of bolts and nut.
  - Identification of worn out parts by proper use of measuring instruments.
  - Scraping, lapping and fitting shell bearings and bushes in specified fields i.e
  - Grinding and lapping of valve seats
  - Service and replacing injector nozzles, injector pumps and to reset timing.
  - To do simple turning of pins, bushes, washers, bolts etc.
  - To do simple arc welding and gas welding including brazing
  - To do shaping of parts of simple design.
  - To work using simple drawings.

**c. Qualifications**  
Form IV education with Trade Test Grade II or CBET Level II in Fitter Mechanics

### 12. ASSISTANT MOTOR VEHICLE MECHANICS II - 3 POSTS Reports to: Chief Maintenance Engineer

- b. Duties and Responsibilities**
- Management of iteration works, rehabilitation or redevelopment
  - Preparation of daily, weekly and monthly projects reports

and sequence of operations

**c. Qualifications**  
Form IV education with Trade Test Grade II or CBET Level II in Motor Vehicle Mechanics

### 13. ASSISTANT PLUMBER II - 1 POST Reports to: Estate Manager

- b. Duties and Responsibilities**
- Replaces taps, plugs, valves, WC seat covers
  - Repair leaking pipes and allied fittings
  - Clears drainage system, culverts, wastepipes and gully traps.
  - Exercise proper use of plumbing tools and equipments.

**c. Qualifications**  
Form IV education with Trade Test Grade II or CBET Level II in Plumbing.

### 14. ASSISTANT MASON II - 1 POST Reports to: Estate Manager

- b. Duties and Responsibilities**
- Prepare Cement/sand mixers for block/brick making
  - Prepare mixes for different finishing works as per stipulated specifications
  - Ensure safety of working tools and cleanliness after use.

**c. Qualifications**  
Form IV education with Trade Test Grade II or CBET level II in Mason.

### 15. PERSONAL SECRETARY III - 1 POST Reports to: Personnel and Administration Manager

- b. Duties and Responsibilities**
- Typing open and confidential reports, letters and documents.
  - Receives and guides visitors
  - Keeps appointment records
  - Takes dictation
  - Makes sure that all work is done accurately within the required time.
  - Makes sure that office environment is tidy.
  - Performs any other duties as may be assigned by the Head of Unit or Functional head.

**c. Qualifications**  
Minimum Form IV who can speak good English and has passed Secretarial Examination Stage Three with a good in Shorthand English and Swahili 100/120 w.p.m.

### 16. SALES OFFICER III - 1 POST Reports to: Marketing Manager

- b. Duties and Responsibilities**
- Performing product costing and proposing prices.
  - Initiating data for the preparation of proforma invoices and of invoices
  - Identifying overhead cost elements and suggesting ways to improve or minimize them.
  - Preparing monthly and quarterly reports on sales.
  - Maintaining customer, delivery book and making delivery to customers.

**c. Qualifications**

- A holder of Master of Business Administration in Marketing from recognized institution of higher learning or
- A holder of Bachelor of Commerce or Advanced Diploma in Business Administration in Marketing with at least 2 years working experience in a reputable organization.

### 17. SALES ASSISTANT II - 1 POST Reports to: Marketing Manager

- b. Duties and Responsibilities**
- Maintain customer's order book
  - Maintain customers' sales ledger
  - Issuing of proforma invoices
  - Ensuring timely payments by customers
  - Maintaining the customers, complaint file

**c. Qualifications**  
A holder of Diploma in Business Administration in Marketing from a recognized institution.

### NB: GENERAL CONDITIONS

- Applicants must attach an up to date Curriculum Vitae (CV) having reliable contact postal address, e-mail address, telephone number and three reputable referees with their reliable contacts.
- The title of the position applied for, should be written in the subject of the application letter marked on the envelope.
- Applicant must attach their relevant certified copies of academic certificates, one recent passport size picture and birth certificate.
- Applicants who currently employed in the Public Service should route the application letters through their respective employers.
- Application letter should be written in Swahili or English
- Application should be sent to the undersigned not later than 6th May, 2020 at 3:30 pm

The Director General,  
Private Bag, Nyumbu- Kibaha,  
PWANI.  
Tel: 0738 341 330/0738 309 363

Only shortlisted candidates will be informed on a date of interview  
Remuneration according to TATC Scheme of Service.