



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORK, TRANSPORTS AND COMMUNICATION
TANZANIA AIRPORTS AUTHORITY**



INTERNSHIP OPPORTUNITIES

Tanzania Airports Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned Airports with a commercially oriented Management Style. The Authority hereby invites applications from suitably qualified, creative and results driven candidates to fill the following internship posts.

1. ICT OFFICER II (1 POSTS)

NETWORK ADMINISTRATOR

(a) Qualifications:

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

(b) Main Duties and Responsibilities:

- (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.

2. ELECTRICAL TECHNICIAN II (10 POSTS)

(a) Qualifications:

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

(b) 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.

3. MECHANICAL TECHNICIANS (08 POSTS)

(a) Qualifications:

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

(b) 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

4. MECHATRONICS / ELECTRO – MECHANICAL (03 POSTS)

(a) Qualifications:

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

(b) Duties and Responsibilities:

- (i) To assist in undertaking daily inspection of all airports facilities so as to determine need for service or maintenance,
- (ii) To assist in carrying out preventative maintenance and fault diagnosis on plant and equipment so as to minimize breakdowns and maintenance costs and improve availability,
- (iii) To assist in carrying 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 assist in assembling and testing 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 assist in undertaking risk identification/originator and report to immediate supervisor and/ or advise management on whether continued operation of equipment could be hazardous,
- (viii) To maintain a high standard of proficiency in own skill areas,
- (ix) To perform any other duties as may be assigned supervisor

5. CIVIL TECHNICIAN (04 POSTS)

(a) Qualifications:

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

(b) 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 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.

6. ELECTRICAL ENGINEER II (3 POSTS)

(a) Qualifications:

Holder of Bachelor Degree or Advanced Diploma in Electrical Engineering and its equivalent qualifications, from a recognized Institution and must be registered by the Engineers Registration Board (ERB) as a Graduate Engineer.

(b) 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.

7. CLINICAL OFFICER II (3 POSTS)

(a) Direct Entry Qualifications:

Holder of Diploma or equivalent qualification in Clinical Medicine from a recognized institution.

(b) Main Duties and Responsibilities:

- (i) To assist in diagnosing and treating sick passengers and staff,
- (ii) To care for all patients,
- (iii) To assist in purchasing of medicines and medical equipment on time,

- (iv) To assist in keeping track of stock level for medication,
- (v) To assist in submitting stock report to operations manager on a monthly basis,
- (vi) To making sure all emergency kits are in good order,
- (vii) To assist in the preparation of training of participants in the emergency drill done every two years,
- (viii) To respond to the rescue and lifesaving in emergency cases such as an aircraft crash,
- (ix) To assist in treating and caring of serious patients while on route to a hospital,
- (x) To participate on controlling any outbreak which may occur locally and internationally,
- (xi) To assist in providing professional advice of health education to airport staff,
- (xii) To perform any other duties as may be assigned superior.

8. OPERATION OFFICERS (24 POSTS)

(a) Qualifications:

Holder of Bachelor Degree in Business Administration, Human Resources, Public Administration, Law, Sociology, Economics, Political Science , BCOM, Public Relations, International Relations or equivalent qualification from a recognized Institution.

Main 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. and,
- vi) Receiving and transmitting airline information and flight schedules to passengers and customers,
- vii) Receiving flight information from Air Traffic Controllers and other Airline Operators and submitting to supervisor and other users,
- viii) Issuing gate passes to visitors,
- ix) Keeping records of Airport visitors,
- x) Providing information on Tours, Travel Agents and Hotels to customers,
- xi) Guiding and giving explanations to visitors at the airport.
- xii) Performing any other duties related to auditing as assigned by supervisor.

MODE OF APPLICATION

Application letter should be submitted along with ***detailed Curriculum Vitae (CV), Introduction letter from Mtaa Executive Officer, copies of relevant certificates/Testimonials, three recently taken passport size photographs and names and contact address of three referees.*** Applicants are required to indicate their current contact ***addresses, telephone/mobile, fax-number or e-mail*** to facilitate communication. Only short listed candidates will be contacted.

All applications should be addressed to: -

The Director General,
Tanzania Airports Authority,
P.O. Box 18000,
DAR ES SALAAM.

The deadline for the submission of applications will be on 15th September 2019. Only short listed candidates will be contacted and those who will not hear from us within two weeks after the closing date should consider themselves as being unsuccessful.