

## NATIONAL HOUSING CORPORATION

### TEMPORARY EMPLOYMENT OPPORTUNITY

#### 1.0 INTRODUCTION

The National Housing Corporation (NHC) was established through Act of Parliament No. 45 of 1962 and charged with the responsibility of redressing the problem of urban housing poverty. It was later reconstituted through Act of Parliament No. 2 of 1990 in order to carry out the functions of providing and facilitating the provision of housing and other buildings in Tanzania for members of the public. In 2005, the NHC Act No. 2 of 1990 was amended through written laws (Miscellaneous Amendment Act No.2) in order to enable NHC operate on sound commercial principles. NHC is currently implementing the vision of **“To be a leading Real Estate Development and Management Firm in Africa”** and the Mission of **“To provide and facilitate the provision of quality housing and other buildings for use by the general public”**.

NHC would like to recruit qualified, dynamic and ethical staff for its ongoing and upcoming NHC IN-HOUSE PROJECTS. Applications are therefore invited from suitable qualified Tanzanians for the following positions:

#### 2.0 POSITION: CIVIL ENGINEER II (6 POSTS)

##### 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 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 condition 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 comply with Quality Management Systems (QMS);

- viii. To perform any other duties, assign by his/her supervisor;

### **Qualification and Experience**

Holder of Bachelor Degree in any of the following; Civil Engineering, Service Engineering, Structural Engineering, or an equivalent qualification from a recognized institution, and must be registered with Engineers Registration Board (ERB) as a Graduate Engineer with a minimum of 3 years' experience.

**Salary Scale: TC 4.**

### **3.0 POSITION: QUANTITY SURVEYOR II (5 POSTS)**

#### **Duties and Responsibilities**

- (i) To calculate the quantity and quality of materials needed, material and labour costs and project completion dates;
- (ii) To participate in preparation of contracts, including details regarding quantities of required materials
- (iii) To carry out on-going cost analysis of maintenance and repair work
- (iv) To carryout feasibility studies of client requests
- (v) To carryout analysis of completed work and arranging payment to contractors
- (vi) To conduct site visits, assessments and projections for future work
- (vii) To perform such other related duties as may be assigned by the Supervisor.

### **Qualification and Experience**

Holder of Bachelor Degree in any of the following: Quantity Survey, Building Economics, Construction Management, Building Survey or an equivalent qualification from a recognized institution, and must be registered with Architects and Quantity Surveyors Registration Boards (AQRB) as Graduate Quantity Surveyor with a minimum of 3 years' experience.

**Salary Scale: TC 4.**

#### **4.0 POSITION: ARCHITECT II (12 POSTS)**

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

- i. To create building and landscape designs and highly detailed drawings and specifications both by hand and by using specialized computer-aided design applications such as Auto-CAD, Arch-CAD, etc
- ii. To liaise with construction professionals about the feasibility of potential construction projects
- iii. To work around constraining factors such as town planning legislation, environmental impact and project budget
- iv. To work closely with a team of other professionals such as civil engineers, quantity surveyors, construction managers and architectural technologists
- v. To facilitate application for building permission for construction of new buildings
- vi. To specify the requirements for the construction projects
- vii. To conduct assessment of construction project proposals on development of real estate properties within the Corporation;
- viii. To participate in physical inspection of buildings, proposed construction sites within the Corporation or where the Corporation is contracted;
- ix. To conduct preparation of periodic architectural reports with regard to the development of the Corporation and
- x. To participate in the preparation of project implementation and maintenance programs of infrastructure facilities, utilities services, and any other strategic investment undertaken by the Corporation;
- xi. To participate in the preparation of periodic reports on ongoing projects and maintenance activities and
- xii. To perform any other related duties assigned by the supervisor.

##### **Qualification and Experience**

Holder of Bachelor Degree in Architecture, Building Design, Architectural and Building Engineering Technology, Landscape Architecture, Architectural Technology, Architectural Engineering, Interior Design, or an equivalent qualification from a recognized institution, and must be registered with Architects and Quantity Surveyors Registration Boards (AQRB) as Graduate Architect with a minimum of 3 years' experience.

**Salary Scale: TC 4.**

## 5.0 POSITION: TECHNICIAN - CIVIL (8 POSTS)

### Duties and Responsibilities

- i. To repair and do maintenance of Corporation's buildings, plumbing and furniture facilities and systems;
- ii. To conduct routine repair and regular maintenance of buildings, plumbing and furniture equipment of the Corporation;
- iii. To implement specified maintenance plans for Corporation facilities;
- iv. To implement specified technical plans and designs connected with repair and maintenance work;
- v. To supervise fabrication, inclusive of hanging, beading, gasketing, of Aluminium Frames, i.e. Doors, Windows, Curtain Wall
- vi. To ensure the manufacturing of aluminium schedule is achieved as quickly and efficiently as possible in order to meet targets and deadlines
- vii. To make use effectively of various machinery for aluminium works i.e. Punch Tools, Mitre Saw, Copy Router, Pillar Drill
- viii. To ensure all Internal Maintenance for aluminium machines is performed daily and reporting all Maintenance issues to Superior
- ix. To ensure all working machines and tools for aluminium works are well taken care and maintained
- x. Inspect and remove any broken glass before installation
- xi. To perform any other duties assigned to him by his supervisor;

### Qualification and Experience

Holder of Ordinary Diploma (NTA Level 6) or its equivalent qualification in Civil Engineering, structural Engineering or its equivalent from recognized Institution.

**Salary Scale: TC 2.**

## 6.0 POSITION: SAFETY OFFICER (6 POSTS)

### Duties and Responsibilities

- i. Ensuring the company is complying with all health and safety regulations as instructed with **OSHA**.
- ii. Investigating causes of accidents and other unsafe conditions on the job site.
- iii. Providing health and safety trainings and education to all people on site and those who visit the site.
- iv. Assessing risks and possible hazards of all aspect of operations.

- v. Minimizing or preventing all activities that may cause environmental pollution such as air pollution, water pollution and noise pollution.
- vi. Conduct regular safety observation to determine the level of safety standards compliance, PPE compliance and re-equipment and provide safety coaching.
- vii. Preparing safety statistics on weekly and monthly report trends.
- viii. Assisting in the implementation of construction occupation health and safety management system at site.
- ix. To perform any other related duties as may be assigned by the supervisor

### **Qualification and Experience**

Bachelor of Science in Environmental Engineering, Bachelor of Science in Environmental Science and Management and must have a valid certificate from Occupational Health and Safety (OSHA) in Construction.

**Salary Scale: TC 3.**

## **7.0 POSITION: RECORD MANAGEMENT ASSISTANT II (3 POSTS)**

### **Duties and Responsibilities**

- i To prepare file register
- ii To ensure letters have all attached documents referred to
- iii To take daily note of files in various offices to up-date the movement
- iv To ensure outgoing letters have no typographical errors
- v To ensure the letter are signed by relevant desk officers
- vi To ensure envelopes are affixed with proper stamps and
- vii To perform any other duties assigned to him by his supervisor;

### **Qualification and Experience**

**Holder of** diploma (NTA Level 6) in one of the following field; Records Management, Archives or related qualifications from reorganized Institutions.

**Salary Scale: TC 2.**

## **8.0 POSITION LEGAL OFFICER II: (1 POST)**

### **Duties and Responsibilities**

- i To prepare and administer draft agreements and contracts and other legal documents between NHC and publics
- ii To monitor contract termination, renewals, extension and maintain all contractual records and documentation
- iii To undertake review and improve risk identification and management of existing contracts and inform supervisor appropriately
- iv To monitor and evaluate progress performance, provide legal opinion and report to the supervisor in case of any dispute indication at a timely manner
- v To perform any other related duties as may be assigned by the supervisor

### **Qualification and Experience**

Holder of Bachelor degree in Law (LLB) from reorganized Institution and has passed a practical legal training from Law of School of Tanzania.

**Salary Scale: TC 3.**

## **9.0 GENERAL CONDITIONS**

- i. All applicants must be citizens of Tanzania with an age not above 45 years of age.
- ii. Applicants MUST be ready to work anywhere in the United Republic of Tanzania
- 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;
  - (a) Degree certificates
  - (b) Degree transcripts
  - (c) Form IV and VI National Examination Certificates.
  - (d) Professional Certificates from relevant authorities
  - (e) Birth certificates.
  - (f) Recent passport size
- vi. Attaching copies of the following documents is strictly not accepted.

- Form IV and Form VI results slip
  - Testimonials and all Partial transcript
- vii. An applicant should indicate three reputable referees with their reliable contacts.
- viii. Applicants with special needs /cases (disability) should indicate clearly for attention.
- ix. Certificates from foreign examination bodies for ordinary or advanced level education should be verified by the National Examination Council of Tanzania (NECTA).
- 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).
- x. A signed application letter should be written either in Swahili or English and Addressed to **Director General, National Housing Corporation, P.O. Box 2977, Dar es Salaam.**

## 10.0 MODE OF APPLICATION

All applications must be submitted through the NHC Recruitment Portal available at <https://ajira.nhc.co.tz>. This link can also be accessed through the NHC Website by clicking on “Vacancies”.

- xi. Deadline for application is 12<sup>th</sup> June 2026.
- xii. Only shortlisted candidates will be informed on the date of interview and,
- xiii. Presentation of forged certificates and other information will necessitate to legal action.

**RELEASED BY:**

**DIRECTOR GENERAL**

**NATIONAL HOUSING CORPORATION**

**30<sup>th</sup> May 2026**