

**Position: SURVEYOR**

### **Key Responsibilities:**

- ❖ Conduct detailed route surveys for HT transmission lines (11kV, 33kV, 66kV, 132kV, or above).
- ❖ Operate surveying equipment such as use GPS, total station, theodolite, and other survey instruments for accurate measurements.
- ❖ Prepare route alignment plans and profiles based on site data.
- ❖ Mark pole/tower locations and identify suitable right-of-way paths.
- ❖ Coordinate with landowners and local authorities during site visits.
- ❖ Ensure compliance with statutory regulations, safety standards, and environmental guidelines.
- ❖ Assist in preparing survey drawings, topographic maps, and documentation.
- ❖ Support the engineering team with site-level data and recommendations.
- ❖ Monitor and document any deviations from the planned alignment.
- ❖ Collaborate with civil and electrical teams for foundation and erection planning.
- ❖ Maintain survey logs, field notes, and daily progress reports.
- ❖ Conduct topographic, boundary, and construction surveys

### **Qualifications & Requirements:**

- Degree in Land Surveying or Geomatics
- Minimum 5-10 years of relevant field experience
- Proficiency in surveying software (AutoCAD, GIS, etc.)
- Valid professional certification is an added advantage
- Strong understanding of construction processes

### **Key Skills & Competencies:**

- Attention to detail and accuracy
- Good communication and teamwork skills
- Problem-solving and analytical ability
- Ability to work under pressure and meet deadlines

### **Application Procedure:**

Interested candidates should submit their CV, cover letter, and copies of relevant certificates to the [hr@narmo.co.tz](mailto:hr@narmo.co.tz)



## **Position: Civil Engineer**

### **Key Responsibilities:**

- Participate in drafting Verification & Certification Activity Reports (VCARS) specifically for civil works and defining the scope of work on the subject.
- Perform site surveillance to certify and verify civil engineering-related works, including all structural components along the pipeline and Above Ground Installations (AGIs).
- Verify compliance of civil works with engineering designs, regulatory requirements, safety protocols, and the required standards.
- Verify material approval and storage quality of construction materials, including soil, concrete, reinforcement bars, and aggregates, to ensure they meet specified quality standards.
- Lead audit activities, including conducting opening and closing meetings with the Quality Control (QC) manager and relevant stakeholders.
- Document audit results, including compliance status, non-conformities, and corrective actions required.
- Prepare and submit detailed inspection and non-conformity reports after each site visit.
- Review civil construction plans, design specifications, and compliance documentation to ensure alignment with project requirements. (Manage project timelines, budgets, and resources)
- Check qualifications and certifications of personnel involved in civil works to ensure they meet project standards

Design and supervise construction and infrastructure projects and identify and resolve technical challenges on-site

### **Qualifications & Requirements:**

- Bachelor's Degree in Civil Engineering
- Minimum 5 years of relevant experience
- Knowledge of construction management and structural design
- Proficiency in engineering software (AutoCAD, Civil 3D.)
- Professional registration is an added advantage

### **Application Procedure:**

Applicants should send their CV, application letter, and academic certificates to [hr@narmo.co.tz](mailto:hr@narmo.co.tz)

## **POSITION: SECRETARY**

We are looking for a highly organized, professional, and proactive Secretary with at least **three (3) years of working experience** to join our team. The successful candidate will provide administrative and clerical support, ensuring efficient office operations and supporting management activities.

### **Key Responsibilities:**

- Manage office communications including phone calls, emails, and correspondence
- Schedule and coordinate meetings, appointments, and travel arrangements
- Maintain organized filing systems (physical and digital)
- Prepare reports, presentations, and official documents
- Handle confidential information with integrity
- Support management and staff in daily administrative tasks- Ensure smooth day-to-day office operations

### **Qualifications and Requirements:**

- Diploma or Degree in Business Administration, Secretarial Studies, or related field
- Minimum of 3 years proven experience in a similar role
- Excellent communication and interpersonal skills
- Strong organizational and time management abilities
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Ability to multitask and work independently with minimal supervision- High level of professionalism and confidentiality

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