



## Institute of Accountancy Arusha

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### INTERNAL JOB VACANCY ADVERTISEMENT

#### Introduction

The Institute of Accountancy Arusha is a parastatal academic institution offering undergraduate and postgraduate training courses. It is established by the Institute of Accountancy Arusha Act No.1 of 1990 and is located at Njiro Hill, seven kilometers Southern-East of Arusha City. The Institute wishes to recruit a number of suitable, motivated, potential and capable human resources from the market on **Specified time contract terms of employment**

#### Vision Statement

To become an exemplary centre of excellence in modern business management training, research and consultancy services.

#### Mission Statement

To provide high quality, competence-based training and offer research and consultancy services through applied technology.

<b>Title of position: No.01</b>	<b>ACADEMIC ADMINISTRATIVE OFFICER II – 1 Post Main Campus, Arusha</b>
<b>Scope of the position and its expected outputs:</b>	Holder of the position is responsible for all assigned administrative and academic duties his/her area of specialization. The outputs in this position are expected in the quality efficient in the quality, efficient and effective delivery of services with big and value adding results with integrity and honesty.
<b>Position relationships:</b>	Reports to: Registrar
<b>Key duties and responsibilities:</b>	<ul style="list-style-type: none"><li>▪ To assist in preparing adverts and processing students admissions.</li><li>▪ To process the supply of examination stationary.</li><li>▪ To assist in the preparation of examination time table and allocation of rooms.</li><li>▪ To assist in preparing examination invigilation plan</li><li>▪ To assist in the production of examinations.</li><li>▪ To process supply of examination booklets.</li></ul>
<b>Person specification:</b>	<b>The holder of this position must have the following:</b> Holder of Bachelor Degree in Public Administration, Education, Business Administration, Information Technology or its equivalent from a recognized University/Institution. Must have a maximum age of 40 years.

<b>Title of position: No. 02</b>	<b>ACCOUNTING II - 1 Post Main Campus</b>
<b>Scope of the position and its expected outputs:</b>	Holder of the position is responsible for all assigned duties in the area of specialization. The outputs in this position are expected in the quality, efficient and effective service delivery in accounts department as per IAA policies and its regulations with big and value adding results with integrity and honesty.
<b>Position relationships:</b>	Reports to: Planning and Finance Manager
<b>Key duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ To file all accounting documents properly.</li> <li>▪ To properly record and file all invoices after payments.</li> <li>▪ To follow-up outstanding payments.</li> <li>▪ To maintain employees' ledger for staff advances, loans or imp rest.</li> <li>▪ To maintain cheques register.</li> <li>▪ To prepare bank reconciliation statements.</li> </ul>
<b>Person specification:</b>	<p><b>The holder of this position must have the following:</b></p> <p>Holder of Bachelor Degree in Accounting or its equivalent from a recognized University/Institution.</p>

**Remuneration:**

All the posts carry attractive packages commensurate to qualifications and respective merits pursuant to the Institute's schemes of services and related public service circulars.

**Application Modes:**

A hand-written application letter attached with an updated Curriculum Vitae showing current working position, address, at least two referees and accessible mobile contact numbers; copies of relevant certified academic qualifications and trade certificates and other relevant testimonials. Your application letter should reach the undersigned **14 days** from the first appearance of this advertisement.

**The Institute of Accountancy Arusha is an equal opportunity employer. Interested potential female candidates are highly encouraged to apply. Canvassing will lead to disqualification from consideration into further processing steps.**

All applications should be directed to:

**Rector**  
**Institute of Accountancy Arusha**  
**P.O. Box 2798**  
**ARUSHA.**