



# Institute of Accountancy Arusha

P.O. Box 2798, Njiro Hill, Arusha, Tanzania

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## INTERNAL JOB OPENINGS

### 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 Act [cap.240] R.E 2002 with its headquarters at Njiro Hill, Arusha City. The Institute wishes to recruit from internal a suitable, motivated, potential and capable human capital on **specified time contract** to the position mentioned below.

### 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.

### General Conditions to Interested Applicants:

- i. All applicants must be citizens of Tanzanian and current employees of IAA on unspecified contract.
- ii. Applicants must attach up-to-date Curriculum Vitae (CV) bearing reliable contacts, postal address, e-mail address and accessible, reliable mobile phone numbers and three reputable referees
- iii. All applications should base on strength of the information given by this advertisement with hand-signed application letters
- iv. All applications must be attached with relevant copies of academic certificates
  - Postgraduate qualifications/degree/advanced Diploma/Diploma/Certificates
  - Postgraduate qualifications/degree/advanced Diploma/Diploma transcripts
  - Form IV, Form VI National Examination certificates
  - Computer literacy certificates
  - Professional certificates from respective professional bodies
  - Two recent coloured passport size picture
  - Birth certificate
- v. Form IV/VI result slips, partial testimonials or partial result slips are strictly not accepted
- vi. Submission of forged academic certificates and other incorrect information in the CV shall necessitate to legal actions
- vii. Applicants should route their application letters through their respective heads of department/directorates.
- viii. Certificates from foreign examination bodies and universities should have been authenticated by The National Examination Council of Tanzania (NECTA) and The Tanzania Commission for Universities (TCU).
- ix. Applicants with special needs/cases or disability are encouraged to apply and are supposed to indicate so in their application letter
- x. Women are highly encouraged to apply
- xi. Only shortlisted applicants will be informed on the date of interview
- xii. Application letters should be in English
- xiii. Canvassing will lead to disqualification from consideration into further processing steps
- xiv. Deadline for applications is **14<sup>th</sup> August, 2017 at 1600hrs.**

<b>Title of position: No.01</b>	<b>HEAD OF DEPARTMENT - INFORMATICS- 1 post</b>
<b>Scope of the position and its expected outputs:</b>	Holder of the position is responsible for all assigned academic and administrative duties. The outputs in this position are expected in the quality, efficient and effective dissemination of administrative and academic skills basing on both knowledge and competence based modes with big and value adding results with integrity and honesty.
<b>Position relationships:</b>	<ul style="list-style-type: none"> <li>• <b>Reports to:</b> Director of Undergraduate Studies.</li> <li>• <b>Supervises:</b> Coordinators, Academic Staff</li> </ul>
<b>Key duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Be overall administrator of the Department and responsible to the Director of Undergraduate Studies.</li> <li>▪ Advise the Director (Undergraduate Studies) on policy matters pertaining to the Department.</li> <li>▪ Prepare and administer workload allocation plan.</li> <li>▪ Determine HR requirements for the Department.</li> <li>▪ Identify and recommend staff training needs in the Department.</li> <li>▪ Carry out staff performance appraisal and make recommendation(s) for career growth.</li> <li>▪ Prepare annual Departmental budget.</li> <li>▪ Ensure the Department is equipped with relevant and adequate facilities.</li> <li>▪ Initiate the development of new programmes and review existing ones.</li> <li>▪ Teach in both short term and long term programmes.</li> </ul>
<b>Person specification:/Appointment Qualifications</b>	The holder of this position shall be appointed by the Council from among the teaching staff at the rank of Assistant Lecturer or above.

**Remuneration:**

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

All applications should be directed to:

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

This advertisement is also found in the IAA website: [www.iaa.ac.tz](http://www.iaa.ac.tz).