



Institute of Accountancy Arusha

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

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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 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.

Title of position: No.02	PROCUREMENT AND LOGISTICS OFFICER II – 2 Posts Main Campus Arusha
Scope of the position and its expected outputs:	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 procurement and logistics management as per IAA policies and the Public Procurement Act, 2011 and its regulations with big and value adding results with integrity and honesty.
Position relationships:	<ul style="list-style-type: none">• Reports to the Head of Procurement Management Unit• NIL
Key duties and responsibilities:	<ul style="list-style-type: none">▪ To maintain details of warehouse records and equipment;▪ To prepare and recommend future requirements for storage, equipment, buildings, yard and layout;▪ To maintain appropriate stores records of purchases and issues;▪ To assist in preparation of annual general procurement plans for the Institute;▪ To prepare purchase requisitions/orders upon approval by superior;• To receive and issue vouchers, delivery notes and invoices.
Person specification:	The holder of this position must have the following: Holder of Bachelor Degree in Procurement and Logistics Management or its equivalent from a recognized University/Institution. CPSP qualification or its equivalent or Master degree in related field will be an added advantage. Must have a maximum age of 40 years.

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

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