



Institute of Accountancy Arusha

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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 No.1 of 1990 and is located at Njiro Hill, seven kilometers Southern-East of Arusha City with campuses at Babati, Mwanza and Dar es Salaam. The Institute wishes to recruit INTERNALLY suitable, motivated, potential and capable human capital to various posts on **specified contract terms**.

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:	DIRECTOR POSTGRADUATE STUDIES – 1 Post Main Campus,
Scope of the position and its expected outputs:	Holder of the position is responsible for all assigned administrative and academic duties in the directorate of Postgraduate Studies as his/her area of specialization. The outputs in this position are expected in the quality, efficient and effective delivery of services with big and value adding results with integrity and honesty.
Position relationships:	<ul style="list-style-type: none"> • Reports to: Deputy Rector – Academic, Research and Consultancy • Supervises: Heads of Academic Departments and administrative staff in the directorate
	<ul style="list-style-type: none"> • Head the Directorate of Postgraduate Studies. • Overall coordinator of postgraduate training programmes. • Advise the Deputy Rector (Academic, Research and Consultancy) on policy matters pertaining to postgraduate academic programmes. • Be responsible for the smooth running and growth of the Directorate according to laid down policies and objectives. • Supervise and evaluate the performance of academic staff. • Prepare the annual budget of the Directorate. • Teach in both short term and long term programmes. • Coordinate research and consultancy activities
Person specification:	The holder of this position must be: Among the teaching staff at the rank of Senior Lecturer and above

Title of position:	DIRECTOR UNDERGRADUATE STUDIES – 1 Post Main Campus,
Scope of the position and its expected outputs:	Holder of the position is responsible for all assigned administrative and academic duties in the directorate of Undergraduate Studies as his/her area of specialization. The outputs in this position are expected in the quality, efficient and effective delivery of services with big and value adding results with integrity and honesty.
Position relationships:	<ul style="list-style-type: none"> • Reports to: Deputy Rector – Academic, Research and Consultancy • Supervises: Heads of Academic Departments and administrative staff in the directorate
	<ul style="list-style-type: none"> • Head the Directorate of Undergraduate Studies. • Be overall coordinator of undergraduate training programmes. • Advise the Deputy Rector (Academic, Research and Consultancy) on policy matters pertaining to undergraduate academic programmes. • Be responsible for the smooth running and growth of the Directorate according to laid down policies and objectives. • Supervise and evaluate the performance of academic staff. • Prepare the annual budget of the Directorate. • Teach in both short term and long term programmes
Person specification:	The holder of this position must be: Among the teaching staff at the rank of Senior Lecturer and above

Title of position:	HEAD OF DEPARTMENT – 3 Posts Main Campus (General Studies, Business Management and Accounting & Finance)
Scope of the position and its expected outputs:	Holder of the position is responsible for all assigned administrative and academic duties in the specific department as his/her area of specialization. The outputs in this position are expected in the quality, efficient and effective delivery of services with big and value adding results with integrity and honesty.
Position relationships:	<ul style="list-style-type: none"> • Reports to: Director – Undergraduate Studies • Supervises: Academic staff in the department
	<ul style="list-style-type: none"> • Be overall administrator of the Department and responsible to the Director of Undergraduate Studies. • Advise the Director (Undergraduate Studies) on policy matters pertaining to the Department. • Prepare and administer workload allocation plan. • Determine HR requirements for the Department. • Identify and recommend staff training needs in the Department. • Carry out staff performance appraisal and make recommendation(s) for career growth. • Prepare annual Departmental budget.

	<ul style="list-style-type: none"> • Ensure the Department is equipped with relevant and adequate facilities. • Initiate the development of new programmes and review existing ones. • Teach in both short term and long term programmes. • The Head of General Studies Department in addition to the mentioned responsibilities, shall: <ul style="list-style-type: none"> • Coordinate students' research work. • Prepare and administer workload allocation plan for common courses.
Person specification:	The holder of this position must be: Among the teaching staff at the rank of Lecturer and above

Title of position:	COORDINATOR – 3 Post Main Campus (Business Management, Informatics and General Studies)
Scope of the position and its expected outputs:	Holder of the position is responsible for all assigned administrative and academic duties in the departments mentioned as his/her area of specialization. The outputs in this position are expected in the quality, efficient and effective delivery of services with big and value adding results with integrity and honesty.
Position relationships:	<ul style="list-style-type: none"> • Reports to: Respective Head of Department • Supervises: NIL
	<ul style="list-style-type: none"> • To act as assistant to respective head of department. • Advise the head of department on policy matters pertaining to the Department. • Facilitate in equipping the department staff with relevant and adequate working tools and facilities. • Assist in determining HR requirements for the Department. • Initiate the development of new programmes and review existing ones. • Teach in both short term and long term programmes. • Coordinate all departmental teaching and training activities • Assist in preparing departmental annual budget • Assist in preparing and administering workload allocation plan for common courses.
Person specification:	The holder of this position must be: Among the teaching staff at the rank of Assistant Lecturer and above

Remuneration:

The post carries packages commensurate to qualifications and respective merits as per the Institute's pay policies and related public service circulars.

Application Modes:

A motivation letter attached with an updated Curriculum Vitae showing current working position, copies of relevant certified academic qualifications and trade certificates and other relevant testimonials. The application should be routed through current job supervisor to reach to 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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