



Institute of Accountancy Arusha

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

Telephone: +255 27 2970232 Mobile: +255 763 462109 Telex: 50009 IAA TZ
Fax: +255 27 2970234 Email: iaa@iaa.ac.tz Website: www.iaa.ac.tz

VACANCY RE-ADVERTISEMENT

The Institute of Accountancy Arusha is a parastatal academic institution offering Undergraduate and Postgraduate training programmes. 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.

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.

The Institute of Accountancy Arusha hereby invites applicants whom are competent and qualified to apply on the following positions;

1. Project Manager 2 post

Duties and Responsibilities

- i. To supervise all preparations of construction project documents including structure details, sketches, bill of quantities, specifications, cost analysis and cost estimations.
- ii. Managing the whole life cycle of the project from design stage up to finalization of the execution with different stakeholders and clients involved;
- iii. To prepare technical documents for procurement solicitations as per Engineering Section requirements.
- iv. Prepare structural calculations and specifications for above ground and undergrounds structure in reinforced concrete, steel, wood, masonry, and stone.
- v. Analyzes project proposals to ensure technical feasibility and to ensure that project objectives are attainable within prescribed resources.
- vi. Preparations of monitoring reports and reporting tools of the progress of the construction activities on sites.
- vii. Coordinate the above mentioned tasks with other works and other engineers include in the project such as electrical engineers, water sanitation, and environmental engineers.
- viii. Ensure that the works meet the environmental procedure within the mission.
- ix. Prepare Material specifications for the purposed of raising requisitions of materials;
- x. Must adhere to all risk Management protocols such a safety and security of the project together with its stuff.
- xi. Approve work plan;



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- xii. Supervise the work;
- xiii. Verify the works undertaken and the costs of the work;
- xiv. Issue performance and completion certificates in collaboration with implementation team;
- xv. Supervise the immediate work supervisors.

Minimum Qualifications

- a. Must hold a Bachelor degree in Architect, Quantity Survey or Engineering from any recognized institution.
- b. Must be a registered Architect, Quantity Surveyor or Engineer recognized Registration Board.
- c. Must have at least eight years working experience in Construction industry.

Remuneration

Remuneration Attractive package in accordance with IAA salary structure.

Nature of employment: Contract

General Conditions to Interested Applicants:

- i. All applicants must be citizens of Tanzania
- 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 must be attached with relevant copies of academic certificates & transcripts
 - a. Form IV & VI certificates (if applicable),
 - b. Birth certificate
- iv. Form IV result slips, partial testimonials or partial result slips are strictly not accepted
- v. Certificates from foreign examination bodies and universities should have been authenticated by The National Examination Council of Tanzania (NECTA) and TCU
- vi. All attachment should be in one PDF document.
- vii. Only shortlisted applicants will be informed on the date for interview
- viii. Application letters should be in English.
- ix. Application letters and documents should be sent through Email iaa@iaa.ac.tz
- x. Deadline for applications is 13th March, 2023 at 04:00 pm

All applications should be directed to:

RECTOR
INSTITUTE OF ACCOUNTANCY ARUSHA
P. O. BOX 2798
ARUSHA.



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