



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 suitable, motivated, potential and capable driver 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.01	DRIVER II – 1 Posts Main Campus Arusha
Scope of the position and its expected outputs:	Holder of the position is responsible for all assigned duties as a driver. The outputs in this position are expected in the quality, efficient and effective service delivery as per IAA policies and value adding results with integrity and honesty.
Position relationships:	<ul style="list-style-type: none">• Reports to the HRAO• NIL
Key duties and responsibilities:	<ul style="list-style-type: none">• To drive vehicles towards approved destinations and in accordance with traffic regulations• To undertake minor mechanical repairs• To take vehicles due for routine maintenance/repair to the appointed service agent• To maintain motor vehicle log books• To make pre-inspection to the assigned vehicle prior travelling and report mechanical damages/defects• To ensure safety and cleanliness of the vehicle at all times• To ensure that valid documents and permits are acquired prior commencement of any journey• To report promptly accidents or incidents involving the vehicles to the relevant authority
Person specification:	The holder of this position must have the following: Holder of Academic Certificate of Secondary Education with passes in Kiswahili and English must have class C driving license of not less than three years without causing accident and should possess Trade Test Grade II/Driver Grade II certificate from a recognized Training

	Institutions, with three years working experience from a recognized Institution. The age must not be exceed 40 years.
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Remuneration:

The post carries attractive packages commensurate to qualifications and respective merits pursuant to the Institute's schemes of services, policies 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.