



JOB OPPORTUNITIES

The Institute of Accountancy Arusha is a parastatal academic institution offering Undergraduate and Postgraduate training programs. 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 be an exemplary center 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 is inviting competent and qualified applicants to apply for the following positions at the Dar es Salaam and Songea Campuses:

1. LIBRARY ASSISTANT II – (3 POST- Dar es Salaam) (2 Post- Songea)

Duties and Responsibilities

1. To assist in Maintaining public and Staff catalogues
2. To assist in maintaining records of Library materials loaned to users
3. To shelf books, periodicals, journals and other Library Materials.
4. To assist in processing newly acquired information materials.
5. To maintain user profile.
6. To collect information needs of users
7. To assist in identifying of Library materials to be ordered.
8. To guide readers to find information.

Minimum Qualifications

- Holder of a Diploma in Library and Information Systems from a recognized institution or in any other related field of study.

Nature of Employment – Contract

Remuneration:

Remuneration Attractive package in accordance with IAA salary structure.

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



+255 27 2970232
+255 763 462109



iaa@iaa.ac.tz
www.iaa.ac.tz



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



General Conditions to Interested Applicants

- All applicants must be citizens of Tanzania
- Applicants must attach up-to-date Curriculum Vitae (CV) bearing reliable contacts, postal address, email address and accessible, reliable mobile phone numbers and three reputable referees.
- All applications must be attached with relevant copies of academic certificates & transcripts – Form IV & VI certificates and Birth certificate
- Form IV result slips, partial testimonials or partial result slips are strictly not accepted
- Certificates from foreign examination bodies and universities should have been authenticated by The National Examination Council of Tanzania (NECTA) and TCU
- All attachment should be in one PDF document.
- Only shortlisted applicants will be informed on the date for interview
- Application letters and documents should be sent through Email.
- All applicants are encouraged to apply according to their specific region

All applications should be directed to:

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

Through email: recruitment@iaa.ac.tz
Deadline for applications is 11th March, 2024 at 04:00 pm

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