



# THE REPUBLIC UNITED OF TANZANIA INSTITUTE OF ACCOUNTANCY ARUSHA



## ADVANCED E-RECORDS AND ARCHIVES MANAGEMENT PROGRAMME

### 1.0 Background

The Institute of Accountancy Arusha is pleased to announce an “**Advanced e-Records and Archives Management Programme**”. The programme is in line with the National Records and Archives Management Policy 2011, the Records and Archives Management Act, 2002; and the eGovernment Agency (eGA). Through effective and best practices management of e-records and archives, the efforts aim to promote good governance; improve the provision of government services; promote e-society and inclusion society; and improve security on government records and transactions.

The programme will use the latest e-records information tools and delivery methods to equip practical and technical skills to all participants. IAA has solid experiences in training in e-records and archives management and has the latest technologies to deliver the programme. The programme will enable participants to be compliant and technocrats in the profession.

### 2.0 Course Objectives

At the end of the programme, participants will be able to:

- (i) Use the intermediate and advanced features of the Ms Office Package 2013 to 2016.
- (ii) Comply with the National Records and Archives Management Policy September 2011, and the Records and Archives Management Act 2002.
- (iii) Comply with the “Mwongozo wa TEHAMA Serikalini wa Mwaka 2011.”
- (iv) Appreciate, appraise, and comply with the e-Records, Archives Management Standards, and best Practices.
- (v) Use and apply best practices and standards to ensure safety and security controls on Electronic Records Management Systems.
- (vi) Actively participate in e-government initiatives to running the government services through ICT.
- (vii) Embrace the potential of web 2.0 in the 21<sup>st</sup> Century and the integration of Cloud Computing Utilities and e-Records

### 3.0 Target Participants

Records Management personnel, Human Resources personnel, Executive Assistants, Office Management Assistants, Information Officers, Archivists, Documentation Officers and anyone else who is interested in this course.

### 4.0 Fees

The fee for the course is **TShs 1,800,000/=** (One million eight hundred thousand only) to cover for course materials and tea/coffee and Lunch. Payment may be in cash, cheque or bankers draft addressed to the Rector, Institute of Accountancy Arusha or directly to our Bank Account **No. 014103007130 NBC**, Arusha Branch. A discount of 3% will be offered to those who will sponsor 4 or more participants. The Institute may make accommodation and transport arrangements on your behalf at your own costs provided you inform us well in advance.

### 5.0 Dates & Venue

**The course duration is two weeks (10 working days)**

**From Monday, 27<sup>th</sup> November to 8<sup>th</sup> December, 2017 at the Institute of Accountancy Arusha – Arusha Campus.**

### 6.0 Contact

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