



**THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA**



**SHORT COURSE ANNOUNCEMENT ON
*ADVANCED E-RECORDS AND ARCHIVES MANAGEMENT***

18TH – 29TH September, 2017

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 21st 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. Participants may come with their laptops. 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, 18th to 29th September, 2017** at the Institute of Accountancy Arusha – **Arusha Campus**.

4.0 CONTACT PERSONS

For more details you may contact the following:

Course Director: Mr. Sifael Sabaya

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APPLY TO:

The Rector

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