

**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE AND PLANNING**



**EMPLOYMENT OPPORTUNITY  
RECTOR OF INSTITUTE OF ACCOUNTANCY ARUSHA  
(IAA)**

**1.0 INTRODUCTION**

The Institute of Accountancy Arusha (IAA) is a training institution established under the Institute of Accountancy Arusha Cap 240, R.E. 2002. It is regulated by the National Council for Technical Education (NACTE) whose powers are derived from the National Council for Technical Education Cap 129. The overall control and supervision of the Institute is vested in its Governing Council. The Institute is dedicated to excellence in teaching, research, and consultancy services in accountancy and related fields.

**1.1 OBJECTIVES AND FUNCTIONS OF INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)**

According to Section 4 of Institute of Accountancy Arusha Act, "Cap 240, R.E 2002" the functions of the Institute shall be to:-

- (i) Provide facilities for the study of and training in the principles, procedures and techniques of accountancy and related subjects as the Governing Council may from time to time decide.
- (ii) Conduct courses leading to professional qualifications in accountancy and related disciplines.
- (iii) Sponsor, arrange and provide facilities for conferences and seminars for discussion of matters related to accountancy, finance, business, economics, information technology and other management sciences.
- (iv) Arrange for the research, consultancy, publication and general dissemination of materials produced in connection with the work and activities of the Institute.

**2.0 THE POST OF RECTOR OF INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)**

The Ministry of Finance and Planning is looking for a suitable candidate to fill the post of the Rector for the Institute of Accountancy Arusha. The successful candidate for this post will report to Governing Council and he/she will provide leadership, development and maintain high level of performance of the Institute. IAA staff are encourage to apply.

**2.1 QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

The prospective aspirant for the post must be:-

- (i) PhD holder and have a higher academic standing with credentials eligible for re-categorization as Associate Professor/Professor.
- (ii) Holder of outstanding academic and administrative experience of at least seven years (7) in a reputable institution and capability in training in any of the fields related to IAA.
- (iii) Proven ability to develop and coordinate the implementation of academic vision for the Institute of Accountancy Arusha.
- (iv) Ability to influence, build coalitions, networks and ability to stimulate and encourage new ideas and development through motivation and support of staff and students.

## **2.2 SPECIAL SKILLS AND ATTRIBUTES**

- (i) High probity and integrity
- (ii) Visionary and proactive
- (iii) Managerial and organization skills
- (iv) Innovative
- (v) Ability to communicate fluently in both written and spoken Kiswahili and English;
- (vi) Computer Literate

## **2.3 DUTIES AND RESPONSIBILITIES**

The Rector shall be responsible for:-

- (i) Accounting Officer and spokesperson of the Institute.
- (ii) Facilitate learning (by teaching) of academic programmes at the institute.
- (iii) Principal Academic and Administrative Officer of the Institute and Secretary to the Governing Council.
- (iv) Responsible to the Governing Council for the implementation of the decisions of the Council.
- (v) Oversee the enforcement of by laws and regulations made by the Council.
- (vi) Responsible for formulation and implementation of policies to enhance the academic excellence of the Institute.
- (vii) Promote good relations with the Government and other organizations.
- (viii) Responsible for promoting efficiency in the academic activities related to training, research and consultancy services.
- (ix) Oversee the enforcement of by laws and regulations made by the Government and Regulatory Bodies.

## **2.4 TERMS OF ENGAGEMENT**

The Rector shall hold office for five years (5) and may be eligible for re-appointment for further term subject to satisfactory performance.

**2.5 AGE LIMIT:** Not above 55 years.

**2.6 SALARY SCALE:** This post offers an attractive package as per NACTE Harmonized Scheme of Service.

## **2.7 MODE OF APPLICATION:**

Application letter should be accompanied with:-

- (i) Comprehensive CV;
- (ii) Copies of relevant testimonials and certificates;
- (iii) Names of three (3) reputable referees showing their physical work address and contact;
- (iv) Contact address during daytime (i.e. Mobile, Email, Postal Address, Telephone and Fax);

All applicants who are currently employed by Government or Parastatal Organization must channel their applications through their respective Employers.

**2.8 DUTY STATION:** Arusha, Tanzania.

## **2.9 ADDRESS:**

All applications should be submitted to the following address:

The Search Committee,  
C/o Division of Administration and Human Resource Management,  
Ministry of Finance & Planning,  
1 Madaraka Street,  
P. O. Box 9111,  
**11468 DAR ES SALAAM, Room No. 306.**

## **3.0 DEADLINE**

The deadline for submission of application is on 18<sup>th</sup> July, 2017 at 3:30 pm.