



# Institute of Accountancy Arusha

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## VACANCY RE-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 with campuses at Babati, Mwanza and Dar es Salaam. The Institute wishes to recruit a suitable, motivated, potential and capable human capital from the market on **specified contract terms**.

### 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.

<b>Title of position:</b>	<b>LIBRARY ASSISTANT I – 1 Post Mwanza Campus,</b>
<b>Scope of the position and its expected outputs:</b>	Holder of the position is responsible for all assigned Library duties as area of specialization. The outputs in this position are expected in the quality, efficient and effective delivery of services with big and value adding results with integrity and honesty.
<b>Position relationships:</b>	<ul style="list-style-type: none"><li>• Reports to Campus Manager</li><li>• Supervises: NIL</li></ul>
	<ul style="list-style-type: none"><li>• To display new books and other reading materials;</li><li>• To upkeep back sets of newspapers and journals;</li><li>• To prepare cuttings from newspapers of relevance to the Institute;</li><li>• To handle simple enquiries from readers;</li><li>• To undertake bibliographical searching;</li><li>• To input data and prepare bar codes;</li><li>• To process newly acquired materials;</li><li>• To assist users in retrieving information.</li></ul>
<b>Person specification:</b>	<b>The holder of this position must have the following:</b> Holder of Secondary Education Certificate (academic certificate) with Certificate in Library Services or its equivalent with three years of working experience in related field. Diploma qualification in related field will be an added advantage. Must have a maximum age of 40 years.

**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, working station, address, at least two referees and day telephone contact numbers; copies of relevant certified academic qualifications and trade certificates and other relevant testimonials. Your application letter should reach to 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:

**Campus Manager**

**Institute of Accountancy Arusha – Mwanza Campus**

**P.O. Box 7564**

**MWANZA.**