



Institute of Accountancy Arusha

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

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JOB OPENING - INTERNAL ADVERT

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 [cap.240] R.E 2002 with its headquarters at Njiro Hill, Arusha City. The Institute wishes to recruit from internal one suitable, motivated, potential and capable staff internally on **specified time appointment contract**.

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.

General Conditions to Interested Applicants:

- i. All applicants must be employees of the Institute of Accountancy Arusha on unspecified terms of employment contract and citizens of Tanzania
- ii. Applicants must attach up-to-date Curriculum Vitae (CV) bearing reliable contacts, postal address, e-mail address and accessible, reliable mobile phone numbers and three reputable referees

iii. All applications should base on strength of the information given by this advertisement with hand-signed application letters

- iv. All applications must be attached with relevant copies of academic certificates
 - Postgraduate qualifications/degree/advanced Diploma/Diploma/Certificates
 - Postgraduate qualifications/degree/advanced Diploma/Diploma transcripts
 - Form IV, Form VI National Examination certificates
 - Computer literacy certificates
 - Professional certificates from respective professional bodies
 - Two recent coloured passport size picture
 - Birth certificate
- v. Form IV/VI result slips, partial testimonials or partial result slips are strictly not accepted
- vi. Submission of forged academic certificates and other incorrect information in the CV shall necessitate to legal actions
- vii. Applicants should route their application letters through their respective heads of department or directorate or Campus
- viii. Certificates from foreign examination bodies and universities should have been authenticated by The National Examination Council of Tanzania (NECTA) and The Tanzania Commission for Universities (TCU).
- ix. Applicants with special needs/cases or disability are encouraged to apply and are supposed to indicate so in their application letter
- x. Women are highly encouraged to apply
- xi. Only shortlisted applicants will be informed on the date of interview

- xii. Application letters should be in English
 xiii. Canvassing will lead to disqualification from consideration into further processing steps
 xiv. Deadline for applications is **24th September 2018 at 1600hrs.**

Title of position: No.01	REGISTRAR (01 POST) - MAIN CAMPUS, NJIRO HILL
Scope of the position and its expected outputs:	Holder of the position is responsible for all assigned professional and Administrative duties. The outputs in this position are expected in the quality, efficient and effective dissemination of administrative and academic skills and knowledge in the general and specific management of Academic Administration functions and duties in a competence based mode with big and value adding results with integrity and honesty.
Position relationships:	<ul style="list-style-type: none"> • Reports to : DR ARC • Supervises: HOD ADMISSIONS, HOD EXAMINATIONS
Key duties and responsibilities:	<ul style="list-style-type: none"> • To head Academic Administration; • To make appropriate recommendations to the Deputy Rector – Academics regarding admissions; • To approve time-tables for both short and long term programmes and examinations; • To oversee students’ admission and registration processes; • To coordinate and administer examinations; • To prepare transcripts and statements of academic progress; • To be custodian of all electronic and paper-based academic records including transcripts, certificates, approved examination papers and scripts; • To advise on the formulation of policies in relation to students’ admissions and examinations.
Person specification:/Appointment Qualifications	Holder of Masters Degree in Public Administration, Education, Business Administration, Information Technology or its equivalent from a recognized University/Institution with nine years working experience five of which must be in a senior managerial position.

Remuneration:

All the posts carry attractive packages commensurate to qualifications and respective merits pursuant to the Institute’s schemes of services, policies and related public service circulars.

All applications should be directed to:

Rector
Institute of Accountancy Arusha
P.O. Box 2798
ARUSHA.

This advertisement is also found in the IAA website: www.iaa.ac.tz.