



# Institute of Accountancy Arusha

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

Telephone: +255 27 2970232    Mobile: +255 763 462109    Telex: 50009 IAA TZ

Fax: +255 27 2970234

Email: [iaa@iaa.ac.tz](mailto:iaa@iaa.ac.tz)

Website: [www.iaa.ac.tz](http://www.iaa.ac.tz)

## VACANCY ADVERTISEMENT FOR PART TIME AND CONTRACT EMPLOYEES

The Institute of Accountancy Arusha is a parastatal academic institution offering Undergraduate and Postgraduate training programmes. It is established by the Institute of Accountancy Arusha Act No.1 of 1990 and is located at Njiro Hill, seven kilometers Southern-East of Arusha City.

### 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.

The Institute of Accountancy Arusha hereby invites competent and qualified applicants in the following positions:-

### A. Dodoma Campus

POSITION	DEPARTMENT	QUALIFICATIONS	SPECIALIZATION	No. OF POSTS	WORK STATION
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum of 3.5 GPA.	Finance	2	Dodoma
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum of 3.5 GPA.	Economics	2	Dodoma
Assistant Lecturer	Informatics	Master's Degree in related field with minimum of 3.5 GPA.	Computer application, Computer maintenance and Networking, ICT	3	Dodoma
Assistant Lecturer	Business management	Masters' Degree in related field with minimum of 3.5 GPA.	Human Resources management	2	Dodoma
Assistant Lecturer	Business management	Masters' Degree in related field with minimum of 3.5 GPA.	Business management	1	Dodoma

Assistant Lecturer	Business management	Masters' Degree in related field with minimum of 3.5 GPA.	Marketing management	1	Dodoma
Assistant Lecturer	Business management	Masters' Degree in related field with minimum of 3.5 GPA.	Procurement and Logistics management	1	Dodoma
Assistant Lecturer	General Studies	Masters' Degree in related field with minimum of 3.5 GPA.	Mathematics and Statistics	1	Dodoma
Assistant Lecturer	General Studies	Masters' Degree in related field with minimum of 3.5 GPA.	Linguistics and/or other related fields.	1	Dodoma
<b>TOTAL</b>				<b>14</b>	

### B. Dar es Salaam Campus

<b>POSITION</b>	<b>DEPARTMENT</b>	<b>QUALIFICATIONS</b>	<b>SPECIALIZATION</b>	<b>No. OF POSTS</b>	<b>WORK STATION</b>
Lecturer	Business Management	PhD in related field or any equivalent qualification with minimum of 3.5 GPA.	Human Resources Management	1	Dar es Salaam
Assistant Lecturer	Business Management	Masters' Degree in related field with minimum of 3.5 GPA.	Human Resources Management	1	Dar es Salaam
Tutorial Assistant	Business Management	Bachelor Degree in related field with minimum of 3.5 GPA.	Human Resources Management	1	Dar es Salaam
Lecturer	Business Management	PhD in related field or any equivalent qualification with minimum of 3.5 GPA.	Leadership and Governance	1	Dar es Salaam
Lecturer	Business Management	PhD in related field or any equivalent qualification with minimum of 3.5 GPA.	Procurement and supplies Management	1	Dar es Salaam
Lecturer	Business Management	PhD in related field or any equivalent qualification with minimum of 3.5 GPA.	Business Administration	1	Dar es Salaam

Tutorial Assistant	Business Management	Bachelor Degree in related field with minimum of 3.5 GPA.	Marketing Management	2	Dar es Salaam
Tutorial Assistant	Business Management	Bachelor Degree in related field with minimum of 3.5 GPA.	Records, Archives and Information Management	1	Dar es Salaam
Lecturer	Informatics	PhD in related field or any equivalent qualification with minimum of 3.5 GPA.	Information and Communication Technology	1	Dar es Salaam
Lecturer	Informatics	PhD in related field or any equivalent qualification with minimum of 3.5 GPA.	Information Technology Management	1	Dar es Salaam
Lecturer	Finance and Accounts	PhD in related field or any equivalent qualification with minimum of 3.5 GPA.	Accounts and Finance	1	Dar es Salaam
Lecturer	Finance and Accounts	PhD in related field or any equivalent qualification with minimum of 3.5 GPA.	Risk management	1	Dar es Salaam
Lecturer	Finance and Accounts	PhD in related field or any equivalent qualification with minimum of 3.5 GPA.	Project planning and management	2	Dar es Salaam
Lecturer	General Studies	PhD in related field or any equivalent qualification with minimum of 3.5 GPA.	Law	1	Dar es Salaam
<b>TOTAL</b>				<b>16</b>	

### C. IAA Main Campus

POSITION	DEPARTMENT	QUALIFICATIONS	SPECIALIZATION	No. OF POSTS	WORK STATION
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum of 3.5 GPA.	Economics	2	Arusha
Tutorial Assistant	Accounting and Finance	Bachelor Degree in related field with minimum of 3.5 GPA.	Economics	1	Arusha
Tutorial Assistant	Accounting and Finance	Bachelor Degree in related field with minimum of 3.5 GPA.	Insurance and Risk Management	2	Arusha
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum of 3.5 GPA.	Insurance and Risk Management	4	Arusha
Tutorial Assistant	Accounting and Finance	Bachelor Degree in related field with minimum of 3.5 GPA.	Taxation	1	Arusha
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum of 3.5 GPA.	Taxation	2	Arusha
Tutorial Assistant	Accounting and Finance	Bachelor Degree in related field with minimum of 3.5 GPA.	Accountancy	1	Arusha
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum of 3.5 GPA.	Accountancy	1	Arusha
Tutorial Assistant	Accounting and Finance	Bachelor Degree in related field with minimum of 3.5 GPA.	Banking	1	Arusha
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum of 3.5 GPA.	Banking	2	Arusha
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum of 3.5 GPA.	Finance	1	Arusha
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum of 3.5 GPA	International Humanitarian and law of armed Conflict	1	Arusha

Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum of 3.5 GPA	Security ethics and Leadership	1	Arusha
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum of 3.5 GPA	Counter insurgency and internal security	1	Arusha
Tutorial Assistant	Business Management	Bachelor Degree in related field with minimum of 3.5 GPA	Procurement and Logistics Management	1	Arusha
Assistant Lecturer	Business Management	Master's Degree in related field with minimum of 3.5 GPA	Procurement and Logistics Management	2	Arusha
Tutorial Assistant	Business Management	Bachelor Degree in related field with minimum of 3.5 GPA	Public relations	1	Arusha
Assistant Lecturer	Business Management	Master's Degree in related field with minimum of 3.5 GPA	Public relations	1	Arusha
Tutorial Assistant	Business Management	Bachelor Degree in related field with minimum of 3.5 GPA	Marketing	1	Arusha
Assistant Lecturer	Business Management	Master's Degree in related field with minimum of 3.5 GPA	Business management	2	Arusha
Tutorial Assistant	Business Management	Bachelor Degree in related field with minimum of 3.5 GPA	Human Resources Management	1	Arusha
Assistant Lecturer	Business Management	Master's Degree in related field with minimum of 3.5 GPA	Human Resources management	1	Arusha
Assistant Lecturer	Informatics	Master's Degree in related field with minimum of 3.5 GPA	Multimedia	2	Arusha
Assistant Lecturer	Informatics	Master's Degree in related field with minimum of 3.5 GPA	Computer Networking	3	Arusha
Assistant Lecturer	Informatics	Master's Degree in related field with minimum of 3.5 GPA	Computer programming	2	Arusha
Assistant Lecturer	Informatics	Master's Degree in related field with minimum of 3.5 GPA	Cyber Security/ Information Security	4	Arusha

Tutorial Assistant	General Studies	Bachelor Degree in related field with minimum of 3.5 GPA	Chinese Language	2	Arusha
Assistant Lecturer	General Studies	Master's Degree in related field with minimum of 3.5 GPA	Law	1	Arusha
Assistant Lecturer	Library and Information Studies	Master's Degree in related field with minimum of 3.5 GPA	Library and Information Studies	2	Arusha
Assistant Lecturer	Finance and Accounts	Master's Degree in related field with minimum of 3.5 GPA	Insurance	4	Arusha
Tutorial Assistant	Finance and Accounts	Bachelor Degree in related field with minimum of 3.5 GPA	Insurance	2	Arusha
Assistant Lecturer	Finance and Accounts	Master's Degree in related field with minimum of 3.5 GPA	Banking	1	Arusha
Tutorial Assistant	Finance and Accounts	Bachelor Degree in related field with minimum of 3.5 GPA	Banking	2	Arusha
<b>TOTAL</b>				<b>56</b>	

#### D. Administrative Staff – Dodoma Campus

S/N0	POSITION	DEPARTMENT	SPECIALIZATION	No. OF POSTS
1	Human resources Officer	Human resources and administration	Human resources management, business administration, and/ or other related courses	1
2.	Office attendant	Human resource and administration		1
			<b>Grand Total</b>	<b>2</b>

#### E. Administrative Staff – Babati Campus

S/N0	POSITION	DEPARTMENT	SPECIALIZATION	No. OF POSTS
1	Accounts Assistant	Finance and accounts	Accounts	1
1	Supplies/Procurement Assistant	Procurement unit	Procurement and logistics management/ Supplies management	1
			<b>Grand Total</b>	<b>2</b>

#### F. Administrative Staff - Dar es Salaam Campus

S/N0	POSITION	DEPARTMENT	SPECIALIZATION	No. OF POSTS
1	Office attendant	Human resources and administration		2
			<b>Grand Total</b>	<b>2</b>

#### G. Administrative Staff - IAA Main Campus

S/N0	POSITION	DEPARTMENT	SPECIALIZATION	No. OF POSTS
1	Economist	Finance and Planning	Economics	1
2	Planning Officer	Finance and Planning	Planning	1
			<b>Grand Total</b>	<b>2</b>

### **General Conditions to Interested Applicants:**

- i. All applicants must be 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 must be attached with relevant copies of academic certificates & transcripts
  - Form IV & VI certificates (if applicable),
  - Birth certificate
- iv. Form IV result slips, partial testimonials or partial result slips are strictly not accepted
- v. Applicants are advised to mention the work station interested to work with in their applications
- vi. Certificates from foreign examination bodies and universities should have been authenticated by The National Examination Council of Tanzania (NECTA) and TCU
- vii. All attachment should be in one PDF document.
- viii. Applicants with special needs/cases or disability are encouraged to apply and are supposed to indicate so in their application letters
- ix. Women are highly encouraged to apply
- x. Only shortlisted applicants will be informed on the date for interview
- xi. Application letters should be in English.
- xii. Application letters and documents should be sent through Email at IAA Main Campus at Njiro- Arusha
- xiii. Deadline for applications is **22<sup>nd</sup> September, 2022** at 11:59 PM

All applications should be directed to:

**RECTOR  
INSTITUTE OF ACCOUNTANCY ARUSHA  
P. O. BOX 2798  
ARUSHA.**

Through email: [iaa@iaa.ac.tz](mailto:iaa@iaa.ac.tz)

**For More Inquiries Contact:**

**+255 272970232 or +255 763 462 109.**