



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 certificates
 - Professional certificates from respective professional bodies
 - Two recent coloured passport size picture
 - Birth certificate
- v. Applicants should route their application letters through their respective heads of department or directorate or Campus
- vi. 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).
- vii. Applicants with special needs/cases or disability are encouraged to apply and are supposed to indicate so in their application letter
- viii. Female staff are highly encouraged to apply
- ix. Only shortlisted applicants will be informed on the date of interview
- x. Application letters should be in English
- xi. Canvassing will lead to disqualification from consideration into further processing steps
- xii. Deadline for applications is **27th March 2019 at 1600hrs**.

Title of position: No.01	CAMPUS MANAGER (01 POST) - BABATI CAMPUS
Scope of the position and its expected outputs:	Holder of the position is responsible for all assigned academic 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 a competence based mode with big and value adding results with integrity and honesty.
Position relationships:	<ul style="list-style-type: none"> • Reports to : RECTOR • Supervises: ACADEMIC AND ADMINISTRATIVE STAFF AT THE CAMPUS
Key duties and responsibilities:	<ul style="list-style-type: none"> • Be overall administrator of a campus and responsible to the Rector • Advise the Rector on policy matters pertaining to the campus management and administration. • Prepare and administer workload allocation plan for campus courses • Determine Human resources requirements for the campus • Identify and recommend staff needs in the campus • Carry out staff performance appraisal and make recommendation (s) for career growth • Maintain adequate controls and safeguard related to assets of the campus. • Provide advice and support to staff on human resource related matters • Prepare annual campus budgets • Ensure that the campus is equipped with relevant and adequate facilities • Initiate the development of new programmes and review existing ones • Teach in both short term and long term programmes • Coordinate students admission and registration processes • Coordinate and administer examinations • Perform other duties as may be directed by the Rector
Person specification:/Appointment Qualifications	Holder this position shall be appointed by the Governing Council from among teaching staff at the rank of Lecturer or above.

Title of position: No.02	HEAD OF DEPARTMENT – POSTGRADUATE STUDIES (01 POST) – MAIN CAMPUS
Scope of the position and its expected outputs:	Holder of the position is responsible for all assigned academic 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 a competence based mode with big and value adding results with integrity and honesty.
Position relationships:	<ul style="list-style-type: none"> • Reports to : DIRECTOR POSTGRADUATE STUDIES • Supervises: MAINLY ACADEMIC STAFF IN THE DEPARTMENT
Key duties and responsibilities:	<ul style="list-style-type: none"> • Head the Directorate of Postgraduate Studies. • Overall coordinator of postgraduate training programmes. • Advise the Deputy Rector (Academic, Research and Consultancy) on policy matters pertaining to postgraduate academic programmes. • Be responsible for the smooth running and growth of the Directorate according to laid down policies and objectives. • Supervise and evaluate the performance of academic staff. • Prepare the annual budget of the Directorate. • Teach in both short term and long term programmes. • Coordinate research and consultancy activities.
Person specification:/Appointment Qualifications	Holder this position shall be appointed by Management from among teaching staff at the rank of Lecturer or above.

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.