



# Institute of Accountancy Arusha

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

Telephone: 255 27 254 9605 / 254 9606 / 250 1416 / 250 6096 Fax: 255 027 254 9421

Telex: 50009 IAA TZ: Email: [iaa@iaa.ac.tz](mailto:iaa@iaa.ac.tz) Website: [www.iaa.ac.tz](http://www.iaa.ac.tz)

## VACANCY 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 (Cap 240 RE: 2002) and is located at Njiro Hill, seven kilometers Southern-East of Arusha City. The Institute wishes to recruit suitable, motivated, potential and capable candidates from the market on **Specified time contract terms of employment**

### 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: No.01</b>	<b>Academic Administrative Officer II – 2 Posts Main Campus Arusha</b>
<b>Scope of the position and its expected outputs:</b>	Holder of the position is responsible for all assigned academic administration duties. The outputs in this position are expected in the quality, efficient and effective service delivery as per IAA policies and value adding results with integrity and honesty.
<b>Position relationships:</b>	<ul style="list-style-type: none"> <li>• Reports to Registrar</li> <li>• NIL</li> </ul>
<b>Key duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To assist in preparing adverts and processing students' admissions;</li> <li>• To process the supply of examination stationery;</li> <li>• To assist in the preparation of examination time table and allocation of rooms;</li> <li>• To assist in preparing examination invigilation plan</li> </ul>
<b>Person specification:</b>	<p><b>The holder of this position must have the following:</b></p> <p>Holder of Bachelor Degree in Public Administration, Education, Business Administration, Information Technology or its equivalent from a recognized University/Institution. The age must not be exceed 35 years.</p>

<b>Title of position: No.02</b>	<b>Public Relations Officer (Marketing) II – 1 Post Main Campus Arusha</b>
<b>Scope of the position and its expected outputs:</b>	Holder of the position is responsible for all assigned marketing duties. The outputs in this position are expected in the quality, efficient and effective service delivery as per IAA policies and value adding results with integrity and honesty.

<b>Position relationships:</b>	<ul style="list-style-type: none"> <li>• Reports to Head of Public Relations Unit</li> <li>• NIL</li> </ul>
<b>Key duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To collect and organize news for the Institute's newsletter and Journal;</li> <li>• To collect and compile information for preparation of reports, booklets, prospectus, calendars, greeting cards and posters;</li> <li>• To liaise with the mass media on press matters relating to the Institute;</li> <li>• To collect and sub-edit materials for Radio/TV programmes;</li> <li>• To collate and analyze media coverage;</li> <li>• To assist in preparation of press releases;</li> <li>• To distribute calendars, greeting cards and posters;</li> <li>• To participate in exhibitions (e.g. Trade Fairs and Open day).</li> <li>• To collect and organise news for the Institute's newsletter, journals, social media accounts and website (offline and on-line media)</li> <li>• To collect and sub-edit materials for both offline and online media.</li> </ul>
<b>Person specification:</b>	<p><b>The holder of this position must have the following:</b></p> <p>Holder of Bachelor degree in Business Administration, Marketing, Mass communication, Public Relations or its equivalent from a recognized University/Institution. The age must not be exceed 35 years.</p>

<b>Title of position: No.03</b>	<b>Accountant II – 1 Post Dar es Salaam Campus</b>
<b>Scope of the position and its expected outputs:</b>	Holder of the position is responsible for all assigned accounting and financial management duties. The outputs in this position are expected in the quality, efficient and effective service delivery as per IAA policies and value adding results with integrity and honesty.
<b>Position relationships:</b>	<ul style="list-style-type: none"> <li>• Reports to Campus Manager – IAA Dar es Salaam</li> <li>• NIL</li> </ul>
<b>Key duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To file all accounting documents properly;</li> <li>• To properly record and file all invoices after payments;</li> <li>• To follow-up outstanding payments;</li> <li>• To maintain employees' ledger for staff advances, loans or imprests;</li> <li>• To maintain accurate registers for debtors;</li> <li>• To maintain cheques register;</li> <li>• To prepare bank reconciliation statements.</li> <li>•</li> </ul>
<b>Person specification:</b>	<p><b>The holder of this position must have the following:</b></p> <p>Holder of Bachelor degree / Advanced Diploma in Accounting from a recognized University/Institution. The age must not be exceed 35 years.</p>

<b>Title of position: No.04</b>	<b>Internal Auditor II – 1 Post Main Campus Arusha</b>
<b>Scope of the position and its expected outputs:</b>	Holder of the position is responsible for all assigned auditing and compliance monitoring duties. The outputs in this position are expected in the quality, efficient and effective service delivery as per IAA policies and value adding results with integrity and honesty.
<b>Position relationships:</b>	<ul style="list-style-type: none"> <li>• Reports to Internal Audit Manager</li> <li>• NIL</li> </ul>
<b>Key duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To check salary records;</li> <li>• To audit procurement requisitions, and local purchase orders, invoices;</li> <li>• To assist in preparation of annual and quarterly work plans;</li> <li>• To participate in preparation of engagement plans;</li> <li>• To carry out audit tests as indicated in the engagement plans;</li> <li>• To synchronize and analyse Audit queries;</li> <li>• To prepare audit working papers;;</li> <li>• To assist in performing regular checks and investigations.</li> <li>• To make follow up of audit queries.</li> </ul>
<b>Person specification:</b>	<p><b>The holder of this position must have the following:</b></p> <p>Holder of Bachelor Degree/Advanced Diploma in Accounting, Finance, Commerce or its equivalent from recognized University/Institution. The age must not be exceed 35 years.</p>

<b>Title of position: No.05</b>	<b>Office Management Secretary II – 1 Post Main Campus Arusha</b>
<b>Scope of the position and its expected outputs:</b>	Holder of the position is responsible for all assigned secretarial, clerical and office administration duties. The outputs in this position are expected in the quality, efficient and effective service delivery as per IAA policies and value adding results with integrity and honesty.
<b>Position relationships:</b>	<ul style="list-style-type: none"> <li>• Reports to Human Resources and Administrative Manager</li> <li>• NIL</li> </ul>
<b>Key duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To type and deal with all forms of correspondences, memoranda, minutes and reports;</li> <li>• To organize and maintain diary of appointments;</li> <li>• To take care of working facilities and equipment;</li> <li>• To receive, screen and direct telephone calls and relay messages;</li> <li>• To welcome and attend visitors;</li> <li>• To arrange for meetings and taking minutes;</li> <li>• To produce official documents when required;</li> <li>• To organize and store official documents;</li> <li>• To arrange travel and accommodation.</li> <li>•</li> </ul>
<b>Person specification:</b>	<p><b>The holder of this position must have the following:</b></p> <p>Holder of Form IV academic certificate with Diploma in secretarial management services with pass of 120 w.p.m shorthand either in</p>

	Kiswahili or in English. Certificate in computer applications e.g. MS-Windows, MS-Office, internet, and e-mail and must have five years working experience in similar position. The age must not be exceed 30 years.
--	--

<b>Title of position: No.06</b>	<b>Computer Technician II – 1 Post Main Campus Arusha</b>
<b>Scope of the position and its expected outputs:</b>	Holder of the position is responsible for all assigned IT duties. The outputs in this position are expected in the quality, efficient and effective service delivery as per IAA policies and value adding results with integrity and honesty.
<b>Position relationships:</b>	<ul style="list-style-type: none"> <li>• Reports to Information and Communication Technology Manager</li> <li>• NIL</li> </ul>
<b>Key duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To provide front line Help Desk support to IAA users;</li> <li>• To assist in maintaining computer laboratories and staff computers;</li> <li>• To assist in staff and lab software installations;</li> <li>• To assist in undertaking minor repair and maintenance of computer hardware;</li> <li>• To assist in maintaining suitable stock levels of parts and related inventory;</li> <li>• To assist in the upkeep of network cabling infrastructure;</li> <li>• To assist in maintaining documentation of all network cabling systems</li> </ul>
<b>Person specification:</b>	<p><b>The holder of this position must have the following:</b></p> <p>Holder of Secondary Education Certificate with Certificate in Computer Science, Information Technology, Electronics or its equivalent... The age must not be exceed 30 years.</p>

**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 and signed application letter attached with an updated Curriculum Vitae showing current working position, address, at least two referees and accessible mobile contact numbers; copies of relevant certified academic qualifications and trade certificates and other relevant testimonials. Your application letter should reach 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:

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

