



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

Website: www.iaa.ac.tz

JOB 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 of 1990 with its headquarters at Njiro Hill, Arusha City. The Institute wishes to recruit a qualified, suitable, motivated, potential and capable Tanzanian human capital from the market on **specified time 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.

General Conditions to Interested Applicants:

- i. All applicants must be citizens of Tanzanian
- 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
 - Form IV, National Examination certificates transcript
 - VETA certificate in related field
 - Two recent passport size picture
 - Birth certificate
- v. Form IV result slips, partial testimonials or partial result slips are strictly not accepted
- vi. Presented of forged academic certificates and other incorrect information in the CV shall necessitate to legal actions
- vii. Applicants currently employed in the public service should route their application letters through their respective employers
- viii. Applicants retired from public service for whatever reasons should not apply
- ix. Certificates from foreign examination bodies and universities should have been authenticated by The National Examination Council of Tanzania (NECTA)
- x. Applicants with special needs/cases or disability are encouraged to apply and are supposed to indicate so in their application letter
- xi. Women are highly encouraged to apply
- xii. Only shortlisted applicants will be informed on the date for interview
- xiii. Application letters should be in Kiswahili or English
- xiv. Canvassing will lead to disqualification from consideration into further processing steps
- xv. Opening of the application is on **11th June 2020**. Deadline for applications is **19th June 2020**.



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Title of position: No.01	WELDER 1 Post (Main Campus)
Scope of the position and its expected outputs:	Holder of the position is responsible for all assigned duties in ensuring timely execution of welding duties, equipment safety, care and minor maintenance and provision of effective and efficient services for the Institute's functions with big and value adding results with integrity and honesty.
Position relationships:	<ul style="list-style-type: none"> • Reports to the Head of Administrative Section
Key duties and responsibilities:	<ul style="list-style-type: none"> • Analyze defective equipment's and identify appropriate defects for maintenance • Manage all welding works and ensure compliance to all specifications. • To assist in performing welding works under close supervision. • To take care for welding tools and equipment.
Person specification:	The holder of this position must have the following: Holder of Secondary Education Certificates
Title of position No. 02	CARPENTER 1 post (main campus)
Scope of the position and its expected outputs:	Create and present estimates of furniture carpentry projects Perform repair on old furniture, to maintain it and to refurbish it.
Position relationships:	<ul style="list-style-type: none"> • Reports to the Head of Administrative Section
Key duty and responsibility:	<ul style="list-style-type: none"> • Responsible for providing a carpentry and joinery service for the institute • Perform general furniture and fixture maintenances and other operations as required for the effective and efficient running of the campus
Person specification:	The holder of this position must have the following: Holder of Secondary Education Certificates



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Remuneration:

The post carries relative 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:

INSTITUTE OF ACCOUNTANCY ARUSHA

P. O. BOX 2798

ARUSHA

OR

Through email: iaa@iaa.ac.tz