



Institute of Accountancy Arusha

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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 applicants whom are competent and qualified 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 GPAs.	Finance	2	Dodoma
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum of 3.5 GPAs.	Economics	1	Dodoma
Lecturer	Accounting and Finance	PhD in related field or any equivalent qualification	Economics	1	Dodoma
Assistant Lecturer	Informatics	Master's Degree in related field with minimum of 3.5 GPAs.	✓ Computer application ✓ Computer maintenance and Networking ✓ ICT	2	Dodoma
Lecturer	Informatics	PhD in related field or any equivalent qualification	✓ Computer application ✓ Computer maintenance	1	Dodoma

			and Networking ✓ ICT		
Assistant Lecturer	Business management	Masters' Degree in related field with minimum if 3.5 GPAs.	Human Resources management	1	Dodoma
Lecturer	Business management	PhD in related field or any equivalent qualification	Human Resources management	1	Dodoma
Tutorial Assistant	Business management	Bachelor Degree in related field with minimum if 3.5 GPAs.	Marketing management	1	Dodoma
Assistant Lecturer	Business management	Masters' Degree in related field with minimum if 3.5 GPAs.	Marketing management	1	Dodoma
Lecturer	Business management	PhD in related field or any equivalent qualification	Procurement and Logistics management	1	Dodoma
Lecturer	General Studies	PhD in related field or any equivalent qualification	Linguistics	1	Dodoma
Lecturer	General Studies	PhD in related field or any equivalent qualification	Mathematics and Statistics	1	Dodoma
TOTAL				14	

B. Dar es Salaam Campus

POSITION	DEPARTMENT	QUALIFICATIONS	SPECIALIZATION	No. OF POSTS	WORK STATION
Assistant Lecturer	Business Management	Master's Degree in related field with minimum of 3.5 GPAs.	Business Administration	1	Dar Es Salaam
Assistant Lecturer	Business Management	Master's Degree in related field with minimum of 3.5 GPAs.	Human Resources	1	Dar Es Salaam
Assistant Lecturer	Business Management	Master's Degree in related field with minimum of 3.5 GPAs.	Marketing Management	2	Dar Es Salaam

Tutorial Assistant	Informatics	Bachelor Degree in related field with minimum of 3.5 GPAs.	ICT	1	Dar Es Salaam
Tutorial Assistant	Finance and Accounts	Bachelor Degree in related field with minimum of 3.5 GPAs.	Accountancy	1	Dar Es Salaam
TOTAL				6	

C. Babati Campus

POSITION	DEPARTMENT	QUALIFICATIONS	SPECIALIZATION	No. OF POSTS	WORK STATION
Tutorial Assistant	Accounting and Finance	Bachelor Degree in related field with minimum if 3.5 GPAs.	Accountancy	2	Babati
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum of 3.5 GPAs.	Accountancy	1	Babati
Tutorial Assistant	Accounting and Finance	Bachelor Degree in related field with minimum if 3.5 GPAs.	Finance and Banking	2	Babati
Tutorial Assistant	Business Management	Bachelor Degree in related field with minimum if 3.5 GPAs.	Procurement and Logistics Management	1	Babati
Tutorial Assistant	Business Management	Bachelor Degree in related field with minimum if 3.5 GPAs.	Marketing Customer services	3	Babati
Tutorial Assistant	General Studies	Bachelor Degree in related field with minimum if 3.5 GPAs.	Linguistics (Communication skills)	1	Babati

Tutorial Assistant	Informatics	Bachelor Degree in related field with minimum if 3.5 GPAs.	Information and Communication Technology	4	Babati
TOTAL				9	

D. 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 GPAs.	Economics	2	Arusha
Tutorial Assistant	Accounting and Finance	Bachelor Degree in related field with minimum if 3.5 GPAs.	Economics	1	Arusha
Tutorial Assistant	Accounting and Finance	Bachelor Degree in related field with minimum if 3.5 GPAs.	Insurance and Risk Management	2	Arusha
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum of 3.5 GPAs.	Insurance and Risk Management	4	Arusha
Tutorial Assistant	Accounting and Finance	Bachelor Degree in related field with minimum if 3.5 GPAs.	Taxation	1	Arusha
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum if 3.5 GPAs.	Taxation	2	Arusha
Tutorial Assistant	Accounting and Finance	Bachelor Degree in related field with minimum if 3.5	Accountancy	1	Arusha

		GPA's.			
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum if 3.5 GPA's.	Accountancy	1	Arusha
Tutorial Assistant	Accounting and Finance	Bachelor Degree in related field with minimum if 3.5 GPA's.	Banking	1	Arusha
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum if 3.5 GPA's.	Banking	2	Arusha
Assistant Lecturer	Accounting and Finance	Master's Degree in related field with minimum if 3.5 GPA's.	Finance	1	Arusha
Tutorial Assistant	Business Management	Bachelor Degree in related field with minimum if 3.5 GPA's.	Procurement and Logistics Management	1	Arusha
Assistant Lecturer	Business Management	Master's Degree in related field with minimum if 3.5 GPA's.	Procurement and Logistics Management	2	Arusha
Tutorial Assistant	Business Management	Bachelor Degree in related field with minimum if 3.5 GPA's.	Public relations	1	Arusha
Assistant Lecturer	Business Management	Master's Degree in related field with minimum if 3.5 GPA's.	Public relations	1	Arusha
Tutorial Assistant	Business Management	Bachelor Degree in related field with minimum if 3.5	Marketing	1	Arusha

		GPA's.			
Assistant Lecturer	Business Management	Master's Degree in related field with minimum if 3.5 GPA's.	Business management	2	Arusha
Tutorial Assistant	Business Management	Bachelor Degree in related field with minimum if 3.5 GPA's.	Human Resources Management	1	Arusha
Assistant Lecturer	Business Management	Master's Degree in related field with minimum if 3.5 GPA's.	Human Resources management	1	Arusha
Assistant Lecturer	Informatics	Master's Degree in related field with minimum if 3.5 GPA's.	Multimedia	2	Arusha
Assistant Lecturer	Informatics	Master's Degree in related field with minimum if 3.5 GPA's.	Computer Networking	3	Arusha
Assistant Lecturer	Informatics	Master's Degree in related field with minimum if 3.5 GPA's.	Computer programming	2	Arusha
Assistant Lecturer	Informatics	Master's Degree in related field with minimum if 3.5 GPA's.	Cyber Security/Computer Security	4	Arusha
Tutorial Assistant	General Studies	Bachelor Degree in related field with minimum if 3.5 GPA's.	Chinese Language	2	Arusha
Assistant Lecturer	General Studies	Master's Degree in related field with minimum if 3.5	Law	1	Arusha

		GPA's.			
Assistant Lecturer	Library and Information Studies	Master's Degree in related field with minimum if 3.5 GPA's.	Library and Information Studies	2	Arusha
TOTAL				44	

E. 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
			Grand Total	2

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
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- 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 **20th September, 2022**. At 11:59 PM

All applications should be directed to:

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

Through email: recruitment@iaa.ac.tz

For More Inquiries Contact:

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