



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

VACANCY ADVERTISEMENT

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 who are competent and qualified to apply on the following positions;

1. Project Manager 2 posts (Arusha and Babati)

Duties and Responsibilities

1. Shall be the project manager of construction related works
2. Supervise work
3. Approve work plan
4. Verify the work undertaken and the cost of the work
5. Issue performance and completion certificates in collaboration with implementation team
6. Organize site meetings and prepare report
7. Prepare schedule of materials
8. Work with PMU and ensure timely delivery of material and labor
9. Report to managements on construction matters
10. Minimize construction cost and ensure value for money is attained all the time of the project
11. Manage technical team and other implementing team members
12. Ensure high level of compliance, work closely with government agencies and other stakeholders
13. Prepare budget related to construction
14. Manage BOQ and other necessary documents related to construction
15. Work within force account guideline for project implementation
16. Experience in preparing technical documents for procurement solicitations as per Engineering Section requirements.
17. Prepare structural calculations and specifications for above ground and undergrounds structure in reinforced concrete, steel, wood, masonry, and stone.
18. Analyzes project proposals to ensure technical feasibility and to ensure that project objectives are attainable within prescribed resources.
19. Preparations of monitoring reports and reporting tools of the progress of the construction activities on sites.



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

20. Coordinate the above mentioned tasks with other works and other engineers include in the project such as electrical engineers, water sanitation, and environmental engineers.
21. Ensure that the works meet the environmental procedure within the mission.
22. Supervise the immediate work supervisors
23. Implement construction project using force account

Minimum Qualifications

- a. Must hold a Bachelor degree in Civil Engineering from any recognized institution;
- b. Must be a professional registered Engineer by Engineering Registration Board;
- c. Project management skills and use of force account approach will give an added advantage;
- d. Must be conversant with Microsoft projects for programming;
- e. Master's degree and project management skills will be an added advantage;
- f. Knowledge of force account guideline and implementation is desirable;

Working Experience

- a. Must have proven evidence of work experience in Construction industry;
- b. At least eight (08) years' experience in a busy Civil Engineering firm;

Nature of Employment – Contract

Remuneration

Remuneration Attractive package in accordance with IAA salary structure.

2. Quantity Surveyor 1 post

Duties and Responsibilities

1. Prepare BOQ and carry out an initial appraisal
2. Advice on the need for Contractors, sub-Contractors and Suppliers to design and execute part of the works to comply with the Client/Architect's requirements
3. The Quantity Surveyor will prepare and furnish preliminary cost advice to the Client/Architect.
4. Carry out studies as may be necessary to determine the economic viability of the Client's requirements and review cost implication of alternatives designs and constructions approaches
5. Advise on the implications of any subsequent changes on cost of the project and on the overall program.
6. Bring up to date the cost plans so as to establish proper cost control during execution of the works.
7. Prepare production information incoming designs specification of materials and labour
8. Assess project variations and prepare progress report
9. The Quantity Surveyor will assess and ascertain claims arising from the delays for extension of time.
10. Produce periodic financial reports and other forecast related to constructions
11. Advice on contractual matters



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

Minimum Qualifications

- a. Holder of Bachelor Degree in Building Economics/Quantity Surveying or related field.
- b. Must be registered with Architecture and Quantity Surveyors Registration Board (AQRB).
- c. Must be conversant with Microsoft projects for programming.
- d. Master's degree and project management skills will be an added advantage
- e. Knowledge of force account guideline and implementation is desirable

Working Experience

- a. At least eight (08) years' experience in a busy Quantity Surveying firm;
- b. Must have proven evidence of work experience in Construction industry;

Nature of Employment – Contract

Remuneration

Remuneration Attractive package in accordance with IAA salary structure.

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,
 - Birth certificate
- iv. Form IV result slips, partial testimonials or partial result slips are strictly not accepted
- v. Certificates from foreign examination bodies and universities should have been authenticated by The National Examination Council of Tanzania (NECTA) and TCU
- vi. **All attachment should be in one PDF document.**
- vii. Only shortlisted applicants will be informed on the date for interview
- viii. Application letters should be in English.
- ix. Application letters and documents should be sent through Email
- x. Deadline for applications is **23rd December, 2022 at 04:00 pm**

All applications should be directed to:

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

Through email: iaa@iaa.ac.tz

For More Inquiries Contact: +255 272970232 or 0763462109.