



JOB OPPORTUNITIES

The Institute of Accountancy Arusha is a parastatal academic institution offering Undergraduate and Postgraduate training programs. 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 be an exemplary center 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 for the following position: -

1. DRIVER (DAR ES SALAAM CAMPUS) 1 POST

Duties and Responsibilities

1. To drive vehicles towards approved destinations and in accordance with traffic regulations.
2. To undertake minor mechanical repairs.
3. To take vehicles due for routine maintenance/repair to the appointed service agent.
4. To maintain motor vehicle log books.
5. To make pre-inspection to the assigned vehicle prior travelling and report mechanical damages/defects.
6. To ensure safety and cleanliness of the vehicle at all times.
7. To ensure that valid documents and permits are acquired prior commencement of any journey.
8. To report promptly accidents or incidents involving the vehicle to the relevant authority.

Minimum Qualifications

- Must have a valid driving licenses of class "C"
- Must have basic driving certificate from recognized institute.
- Experience in working at construction projects for delivering construction materials is an added advantage.
- Professional certificate in High Goods Vehicle (HGV) is an added advantage.

Nature of Employment – Contract

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



+255 27 2970232
+255 763 462109



iaa@iaa.ac.tz
www.iaa.ac.tz



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



Remuneration

Remuneration Attractive package in accordance with IAA salary structure.

General Conditions to Interested Applicants

- All applicants must be citizens of Tanzania
- Applicants must attach up-to-date Curriculum Vitae (CV) bearing reliable contacts, postal address, email address and accessible, reliable mobile phone numbers and three reputable referees
- 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
- Certificates from foreign examination bodies and universities should have been authenticated by The
- National Examination Council of Tanzania (NECTA) and TCU
- All attachment should be in one PDF document.
- Only shortlisted applicants will be informed on the date for interview
- Application letters should be in English.
- Application letters and documents should be sent through Email.

All applications should be directed to:

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

Through email: recruitment@iaa.ac.tz
Deadline for applications is **9th January, 2024 at 04:00 pm**

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