



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 is inviting competent and qualified applicants to apply for the following positions at the Dar es Salaam, Dodoma, Babati and Songea Campus:

1. PUBLIC RELATION OFFICER II – (4 POST)

Duties and Responsibilities

- I. Planning publicity strategies and campaigns.
- II. Writing and producing presentations, articles, press releases and social media posts.
- III. Designing or project managing the production of visual communications and digital content.
- IV. Dealing with enquiries from the public, the press and related organizations.
- V. Organizing and attending promotional events such as press conferences, open days, exhibitions, tours and visits.
- VI. Speaking publicly at interviews, press conferences and presentations.
- VII. Providing clients/colleagues with information about new promotional opportunities and current PR campaigns' progress.
- VIII. Analyzing media coverage.
- IX. Commissioning or undertaking relevant market research and data analysis.
- X. Coordinating and analyzing the success of online advertising.
- XI. Keeping records of progress, budgets and timescales, and keeping clients/colleagues up to date with these.

Minimum Qualifications

- Bachelor degree in Marketing, Business Administration, Mass communication, Public Relations or any other related field of study.

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



Nature of Employment – Contract

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
- 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 and documents should be sent through Email.
- All applicants are encouraged to apply according to their specific region

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 31st March, 2024 at 04:00 pm

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