

# MINISTRY OF FINANCE



## TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

### TRANSFER VACANCIES

#### 1.0 INTRODUCTION:

The Tanzania Institute of Accountancy (TIA) is one of the Technical Institutions in Tanzania and a Government Executive Agency under the Ministry of Finance. Its main role is to provide quality education in Accountancy, Procurement and Logistics, Business Administration, Human Resources Management, Public Sector Accounting & Finance, Marketing & Public Relations and conduct Research & Consultancy activities. The Institute is also accredited by the National Accreditation Council for Technical Education Tanzania (NACTVET) and has seven Campuses located in Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza, Kigoma and Zanzibar.

The Institute has a permit to recruit 28 staff on transfer. Therefore, the Institute invites applications from suitably qualified **Public Servants who are interested to join TIA through transfer** as follows;

## **1.1 LECTURER - MARKETING - 3 POSTS**

### **1.1.1 DUTY STATIONS: 2 - DAR ES SALAAM, 1 - SINGIDA**

### **1.1.2 DUTIES AND RESPONSIBILITIES**

- i. To conduct teaching and seminars;
- ii. To undertake individual research and participates in bigger multi-disciplinary research projects;
- iii. To prepare manuals and case studies for training;
- iv. To guides and supervises students in building up their practical and research projects;
- v. To undertake individual research and participates in scientific/academic congregations;
- vi. To manage teaching programmes;
- vii. To works on consultancy projects and guides junior staff in undertaking consultancy assignments.
- viii. To perform any other related duties as may be assigned by supervisor.

### **1.1.3 QUALIFICATION AND EXPERIENCE**

Holder of PhD in Marketing and Public Relations or any other related qualifications from recognized Institutions to suit TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

### **1.1.4 REMUNARATION:**

### **1.1.5 SALARY SCALE: PHTS 3.1**

## **1.2 LECTURER - PROCUREMENT AND LOGISTIC MANAGEMENT - 1 POSTS**

### **1.2.1 DUTY STATIONS: - DAR ES SALAAM**

### **1.2.2 DUTIES AND RESPONSIBILITIES**

- i. To conduct teaching and seminars;
- ii. To undertake individual research and participates in bigger multi-disciplinary research projects;
- iii. To prepare manuals and case studies for training;
- iv. To guides and supervises students in building up their practical and research projects;
- v. To undertake individual research and participates in scientific/academic congregations;
- vi. To manage teaching programmes;
- vii. To works on consultancy projects and guides junior staff in undertaking consultancy assignments.
- viii. To perform any other related duties as may be assigned by supervisor.

### **1.2.3 QUALIFICATION AND EXPERIENCE**

Holder of PhD in one of the following fields: Business Administration, Procurement and Logistics Management, (Majoring in Transport and Logistics, Production Management, Store and warehouse Management, Transport and Distribution from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree. Must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB).

#### **1.2.4 REMUNARATION:**

#### **1.2.5 SALARY SCALE: PHTS 3.1**

### **1.3 LECTURER – ACCOUNTS & FINANCE 2 POSTS**

#### **1.3.1 DUTY STATIONS: DAR ES SALAAM**

#### **1.3.2 DUTIES AND RESPONSIBILITIES**

- i. To conduct teaching and seminars;
- ii. To undertake individual research and participates in bigger multi-disciplinary research projects;
- iii. To prepare manuals and case studies for training;
- iv. To guides and supervises students in building up their practical and research projects;
- v. To undertake individual research and participates in scientific/academic congregations;
- vi. To manage teaching programmes;
- vii. To works on consultancy projects and guides junior staff in undertaking consultancy assignments
- viii. To perform any other related duties as may be assigned by supervisor

#### **1.3.3 QUALIFICATION AND EXPERIENCE**

Holder of PhD in one of the following fields: Accountancy, Finance or any other related qualifications from recognized Institutions to suit TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

### **1.3.3 REMUNARATION:**

### **1.3.4 SALARY SCALE: PHTS 3.1**

## **1.4 ASSISTANT LECTURER - MARKETING 2 POSTS**

**DUTY STATIONS: 1 – DSM, 1- SINGIDA,**

### **1.4.2 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects
- vii. To perform any other related duties as may be assigned by supervisor.

### **1.4.3 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Marketing and Public Relations or any other related qualifications from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

### **1.4.4 REMUNARATION:**

### **1.4.5 SALARY SCALE: PHTS 2.1**

## **1.5 ASSISTANT LECTURER - ECONOMICS 1 POST**

### **1.5.1 DUTY STATIONS: MTWARA**

### **1.5.2 DUTIES AND RESPONSIBILITIES**

- viii. To prepare learning resources for practical and tutorial exercises;
- ix. To conduct research, seminars and case studies;
- x. To carry consultancy and community services under supervision;
- xi. To conduct lectures, research, tutorial seminars;

- xii. To work in cooperation with senior members of specific projects such as research and consultancy;
- xiii. To supervise student's projects
- xiv. To perform any other related duties as may be assigned by supervisor.

### **1.5.3 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Agricultural Economics, Economics, or any other related qualifications from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

### **1.5.4 REMUNARATION:**

### **1.5.5 SALARY SCALE: PHTS 2.1**

## **1.6 ASSISTANT LECTURER- BUSINESS ADMINISTRATION 1 POST**

### **1.6.1 DUTY STATIONS: SINGIDA**

### **1.6.2 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with Senior Members of specific projects such as research and consultancy; and
- vi. To supervise student's projects; and vii. To perform any other related duties as may be assigned by supervisor

### **1.6.3 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Business Administration or any other related qualifications from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree

### **1.6.4 REMUNARATION:**

### **1.6.5 SALARY SCALE: PHTS 2.1**

## **1.7 ASSISTANT LECTURER- PUBLIC SECTOR ACCOUNTING 1 POST**

### **1.7.1 DUTY STATIONS: DAR ES SALAAM**

### **1.7.2 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with Senior Members of specific projects such as research and consultancy; and
- vi. To supervise student's projects; and vii. To perform any other related duties as may be assigned by supervisor

### **1.7.3 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Public Sector Accounting or any other related qualifications from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

### **1.7.4 REMUNARATION:**

### **1.7.5 SALARY SCALE: PHTS 2.1**

## **1.8 ASSISTANT LECTURER- HUMAN RESOURCE MANAGEMENT 1 POST**

### **1.8.1 DUTY STATIONS: KIGOMA**

### **1.8.2 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with Senior Members of specific projects such as research and consultancy; and
- vi. To supervise student's projects; and vii. To perform any other related duties as may be assigned by supervisor

### **1.8.3 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Industrial Relations, Business Administration or Commerce majoring in Human Resources Management from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

### **1.8.4 REMUNARATION:**

### **1.8.5 SALARY SCALE: PHTS 2.1**

## **1.9 ASSISTANT LECTURER – ICT - 2 POST**

### **1.9.1 DUTY STATIONS: 1 MWANZA, 1- ZANZIBAR**

### **1.9.2 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with Senior Members of specific projects such as research and consultancy; and
- vi. To supervise student's projects; and vii. To perform any other related



duties as may be assigned by supervisor

### **1.9.3 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Computer Science, Information Technology or any other related qualifications from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

### **1.9.4 REMUNARATION**

### **1.9.5 SALARY SCALE: PHTS 2.1**

## **1.10 ASSISTANT LECTURER - LAW 2 POST**

### **1.10.1 DUTY STATIONS: 1- MTWARA, 1- ZANZIBAR**

### **1.10.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in conducting tutorial and practical exercises;
- ii. To assist in teaching, research and consultancy Projects;
- iii. To undertake tutorials;
- iv. To work in cooperation with senior members of specific projects such as research and consultancy;
- v. To supervise student's projects; and
- vi. To perform any other related duties as may be assigned by supervisor.

### **1.10.3 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in Law majoring in Business Law from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

### **1.10.4 REMUNARATION:**

### **1.10.5 SALARY SCALE: PHTS 2.1**

**1.11 INFORMATION TECHNOLOGY OFFICER GRADE I (NETWORK/SYSTEM ADMINISTRATORS 2 POSTS**

**1.11.1 DUTY STATIONS: 1- ZANZIBAR, 1 SINGIDA**

**1.11.2 DUTIES AND RESPONSIBILITIES**

- i. To Monitor data collection, processing and storage in accordance with laid down policies and procedures of information technology;
- ii. To Keep safely all ICT equipment, software and other related materials;
- iii. To Provide IT education to users; ensure proper use of computer laboratories;
- iv. To Manage of internet, website and local network facilities
- v. To Perform maintenance of ICT equipment;
- vi. To Track payments of bills/invoices of service providers;
- vii. To Design proper safe system of procurement of ICT equipment;
- viii. To Make labs available in time to users and keeping them dissent and clean;
- ix. To Monitor adequate power supply for ICT equipment and related functions;
- x. To Participate in teaching ICT related subjects wherever required by the academic department;
- xi. To perform any other duties as may be assigned by Supervisor.

**1.11.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Informatics, possession of recognized ICT professional certification such as CCNA/CCNP/CEH/MCSA/MCSE, knowledge in security fundamentals or equivalent computer qualifications from recognized institutions with working experience of at least four (4) years in related field.

**1.11.4 REMUNARATION:**

**1.11.5 SALARY SCALE: TIASS 6.1**

## **1.12 SENIOR PROCUREMENT OFFICER – 2 POST**

### **1.12.1 DUTY STATIONS: 1- DSM, 1- MWANZA**

### **1.12.2 DUTIES AND RESPONSIBILITIES**

- i.To provide professional advice on all matters related to purchasing functions.
- ii.To Supervise stock control and management;
- iii.To Keep procurement records and Tenders lists;
- iv.To Review and approving periodic procurement reports;
- v.To Certify all procurement and keeps record of the same;
- vi.To Administer all contracts for supplying of goods and services;
- vii.To Operate stores systems and procedures;
- viii.To Participate in stock-taking and verification; and
- ix.To perform any other related duties as may be assigned by Supervisor.

### **1.12.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management, Logistics Management, Professional Level III Certificate offered by Procurement and Supplies Professionals and Technician Board (PSPTB) or equivalent qualifications from recognized institutions with working experience of at least seven (7) years in related field. Must also be a Holder of Certified Procurement and Supplies Professional (CPSP) or its equivalent and is registered by PSPTB in the Category of Approved Supplies Professional

### **1.12.4 REMUNARATION:**

### **1.12.5 SALARY SCALE: TIASS 6.1**

### **1.13 ACCOUNTS OFFICER GRADE I - 2 POSTS**

#### **1.13.1 DUTY STATIONS: 1 – ZANZIBAR, 1- KIGOMA**

#### **1.13.2 DUTIES AND RESPONSIBILITIES**

- i. To perform a variety of Accounts tasks including receiving and paying out cash and cheques.
- ii. To post and balancing ledger accounts
- iii. To issue invoices, makes follow up of payments of bills
- iv. To maintain full and accurate accounts records.
- v. To prepare trial balances.
- vi. To check claims, retirements and ensuring that they are supported by appropriate documents.
- vii. To carry out any other related duties as assigned by Supervisor.
- viii. To perform any other related duties as may be assigned by Supervisor from time to time.

#### **1.13.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized Institutions or Intermediate Certificate (Module D) offered by NBAA with working experience of at least four (4) years in related field

#### **1.13.4 REMUNARATION**

#### **1.13.5 SALARY SCALE: TIASS 5.1**

### **1.14 RECORDS MANAGEMENT ASSISTANT - I - 2 POSTS**

#### **1.14.1 DUTY STATIONS: 1 – SINGIDA, 1- MWANZA**

#### **1.14.2 DUTIES AND RESPONSIBILITIES**

- i. To Check data/information for authenticity, completeness and accuracy;
- ii. To Process, storing and retrieving data;
- iii. To Handle quarries relevant to records keeping;
- iv. To Maintain safety of equipment and records (documents);

- v. To Participate in the preparation of monthly, quarterly and annual report on records management of the Institute/Campus;
- vi. To Identify essential working tools for the records management unit;
- vii. To Collect and delivering of mail;
- viii. To Provide reprographic services;
- ix. To maintain proper handling of relevant computer hardware and report faults.
- x. To perform any other related official duties as may be assigned by higher authorities.

#### **1.14.3 QUALIFICATION AND EXPERIENCE**

Holder of Form IV or VI Certificate plus Diploma (NTA Level 6) in one of the following fields: Records Management, Archives or equivalent qualifications from a recognized institution with working experience of at least four (4) years in related field.

#### **1.14.4 REMUNARATION**

#### **1.14.5 SALARY SCALE: TIASS 3.1**

### **1.15 LIBRARY ASSISTANT - I - 2 POSTS**

#### **1.15.1 DUTY STATIONS: 1 - MTWARA, 1- KIGOMA**

#### **1.15.2 DUTIES AND RESPONSIBILITIES**

- i. To prepare orders of books;
- ii. To receive new materials;
- iii. To circulate work related duties;
- iv. To lends out and receives in books;
- v. To undertake cataloguing, indexing.
- vi. To assist the acquisition and periodicals function of the library.
- vii. To perform any other related duties as may be assigned by supervisor.

#### **1.15.3 QUALIFICATION AND EXPERIENCE**

Holder of a Secondary School Education Certificate/Advanced Secondary School Education Certificate PLUS a Diploma in one of the following fields: Library and Information Studies, Library Studies, Library and Information

Science, Information Studies, Documentation and Information Management or equivalent qualifications from a recognized institution. The candidate must be computer literate.

**1.15.4 REMUNARATION**

**1.15.5 SALARY SCALE: TIASS 3.1**

**1.16 DRIVER I - 2 POSTS**

**1.16.1 DUTY STATIONS: 1- DSM, 1- SINGIDA**

**1.16.2 DUTIES AND RESPONSIBILITIES**

- i. To drive Institution's vehicles to approved destinations and in accordance with traffic regulations;
- ii. To inspect vehicles for defects before and after trips and submit reports indicating vehicle condition to the administration office;
- iii. To maintain, keeping and updating motor vehicle log books according to laid down regulations;
- iv. To check and ensuring that the vehicle and goods are properly locked and secured at all times;
- v. To inspect and reporting any problem of the vehicle to his/her reporting Officer;
- vi. To ensure safety and cleanliness of the vehicle;
- vii. To report to the immediate supervisor on preventive and repairs required;
- viii. To carry out minor repairs of the vehicle;
- ix. To collect and delivering mails and other documents of the institution; and
- x. To perform any other official duties as may be assigned by higher authorities.

**1.16.3 QUALIFICATION AND EXPERIENCE**

Holder of Secondary School Education Certificate/Advanced Secondary School Education Certificate plus having a valid Driving License Class C or E; Advanced Driving Course Grade II offered by the National Institute of Transport (NIT) or any other recognized institution and Trade Test II/Level II in Motor

Vehicle Driving, Motor Vehicle Mechanics or Auto-Electricity plus driving experience of at least five (5) years.

#### **1.16.4 REMUNARATION**

#### **1.16.5 SALARY SCALE: TIASS 3.1**

#### **GENERAL CONDITIONS:**

- i. An applicant Must be a Public Servant,
- ii. A signed letter should be written in English or Swahili and should indicate **Check Number**.
- iii. Applicants should channel their application letter through their current employers;
- iv. Applicants should indicate their willingness and commitment to cover their transfer costs;
- v. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- vi. Applicants must attach their certified copies of the following:
  - PhD/Master /Bachelor Degree/Advanced Diploma certificates
  - Master/Bachelor Degree/Advanced Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);
  - Birth certificate
- vii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- viii. Interested Public Servants should apply through Chief Executive Officer, Tanzania Institute of Accountancy (TIA) P.O. Box 9522 Dar es Salaam.
- ix. Deadline for receiving applications is **6<sup>th</sup> May 2024, at 16:00 pm**