



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. It also has campuses in Babati, Dar es Salaam, Dodoma and Songea.

Vision Statement

To be 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 is inviting competent and qualified applicants to apply for the following position at Arusha, Babati and Dar es Salaam Campuses

1. SECRETARY II – (4 POSTS) (2- Arusha) (1-Babati) (1-Dar es Salaam)

Duties and Responsibilities

- To make follow-up outstanding replies
- To coordinate office requirements
- To keep diary of events and appointments
- To ensure office orderliness and neatness
- To take care of all facilities under one's charge
- To keep in custody confidential matters
- To attend telephone calls and take messages
- To ensure that the respective office is punctually open
- To receive and distributes letters to respective officials
- To order and controls office stationery for the office
- To receive and directs visitors; and
- To perform any other duties and responsibilities as may be assigned by supervisor

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



Minimum Qualifications

Holder of Form VI or Form IV Certificate of Secondary Education with passes in Kiswahili and English, plus Certificate in Office Management/Secretarial Studies (NTA 5) with 100 w.p.m. shorthand speed and 50 w.p.m. typing speed, tabulation and manuscript stage II, secretarial duties, office procedure stage II plus knowledge in computer from a recognized Institution.

Nature of Employment – Contract

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 12th December, 2024 at 04:00 pm

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