

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Kumb.Na.9/259/01/A/305

31ST May, 2023

VACANCIES ANNOUNCEMENT

On behalf of the Institute of Accountancy Arusha (IAA), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill ten (10) vacant posts mentioned below.

INSTITUTE OF ACCCOUNTANCY ARUSHA (IAA)

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.

1.1. ASSISTANT LECTURER - TOURISM AND HOSPITALITY – 1 POST

1.2. DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor

1.1.2 QUALIFICATIONS AND EXPERIENCES

Holder of Certificate of Masters in Food Production and Bachelor degree/ Advanced Diploma in Food Production or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level and at least 3.5 at Master Degree

1.1.3 RENUMIRATION PHTS 2

1.3. ASSISTANT LECTURER - MULTIMEDIA PRODUCTION- 1 POST (ARUSHA CAMPUS)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor

1.2. 2 QUALIFICATIONS

Holder of Holder of Certificate of Master's Degree in one of the following fields:- Tv and Film Production, Information Technology, Multimedia Content Development, Digital Instruction Design, Digital Media Industry and Bachelor Degree in either Tv and Film Production, Information Technology, Multimedia Content Development, Digital Instruction Design, Digital Media Industry) or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level and at least 3.5 at Master Degree

1.2.3 RENUMIRATION PHTS 2

1.4. ASSISTANT LECTURER- CYBER SECURITY-1 POST (ARUSHA CAMPUS)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);

- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor

1.3. 2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Master Degree in one of the following fields:- Computer Science, Information Systems, Information Technology, Computer Engineering, Informatics and other related field in the stated discipline and Bachelor Degree in the following fields:- Computer Science, Information Systems, Information Technology, Computer Engineering, Informatics and other related field in the stated discipline or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level and at least 3.5 at Master Degree

1.3.3 RENUMERATION PHTS 2

1.5. ASSISTANT LECTURER - PEACE AND SECURITY - 1 POST (ARUSHA CAMPUS)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for the tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor

1.5. 2 QUALIFICATIONS AND EXPERIENCES

Holder of Certificate of Master Degree in one of the following field:- International Relation and Diplomacy, Peace and Conflict studies, Strategic Studies (Security) or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 and Bachelor degree either in International Relation and Diplomacy, Peace and Conflict

studies, Strategic Studies (Security) or equivalent qualifications from recognized Institutions with a GPA of at least 3.5

1.5.3 RENUMIRATION PHTS 2

2.1 TUTORIAL ASSISTANT -BUSINESS MANAGEMENT -1 POST (BABATI CAMPUS)

2.1.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as assigned by supervisor.

2.1.3 QUALIFICATION AND EXPERIENCE

Bachelor's degree in Business Management or Business Administration with a minimum GPA 3.5 in Bachelor Degree.

2.1.4 RENUMIRATION PHTS 1

2.3.1 TUTORIAL ASSISTANT –TAXATION - 1 POST (ARUSHA)

2.3.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 Ordinary Diploma
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out Consultancy and Community services under close supervision; and
- vi. To perform any other duties as assigned by supervisor.

2.3.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Taxation. The Candidate must have a GPA of at least 3.5 in Bachelor Degree.

2.3.4 RENUMIRATION PHTS 1

2.4.1 TUTORIAL ASSISTANT -INFORMATION TECHNOLOGY -1 POST (BABATI)

2.4.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 Ordinary Diploma
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out Consultancy and Community services under close supervision; and
- vi. To perform any other duties as assigned by supervisor.

2.4.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields:- Computer Science, Information Technology, Computer Engineering, Computer Programming or Software Engineering. The Candidate must have a GPA of at least 3.5 in Bachelor Degree.

2.4.4 RENUMIRATION PHTS 1

2.5.1 TUTORIAL ASSISTANT - RECORDS AND ARCHIVES-1 POST (ARUSHA)

2.5.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 6 Ordinary Diploma
- ii. To assist in conducting tutorial and practical exercises for students;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research;
- v. To carry out Consultancy and Community services under close supervision; and
- vi. To perform any other duties as assigned by supervisor.

2.5.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree either in Records and archives Management, Bachelor of Records and Information Management, Bachelor of Public Administration in Records

and Archives Management or other related fields. The Candidate must have a GPA of at least 3.5 in Bachelor Degree.

2.5.4 RENUMIRATION PHTS 1

3.1 EXAMINATION OFFICER II –Programmer- 1 POST (ARUSHA)

3.1.2 DUTIES AND RESPONSIBILITIES

- To assist in preparing and processing students' Examinations;
- To process the supply of examination stationery;
- To assist in the preparation of examination time table and allocation of rooms;
- To assist in preparing examination invigilation plan;
- To perform any other related duties.

3.1.3 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree in (Computer Science, ICT, Software Eng), Data Analysis and other related field in the stated discipline.

3.1.3 RENUMIRATION PGSS 6.1

4.1 ADMISION OFFICER II –Programmer - 1 POST (ARUSHA)

4.1.2 DUTIES AND RESPONSIBILITIES

- i. To be responsible for implementations of the Institute admission procedures;
- ii. To issue joining instructions to new selected students;
- iii. To liaise with the Academic Departments so as to ensure that there is a proper record of admitted students;
- iv. To prepare the student directory and maintain students' statistics;
- v. To process Institutes applications for admission;
- vi. To keep proper records of all student admission matters; and
- vii. To perform any other related duties as may be assigned by the supervisor.

4.1.3 QUALIFICATIONS AND EXPERIENCES

Holder of Bachelor Degree either in Computer Science, ICT, Software Engineering or other related field in the stated discipline.

4.1.4 RENUMIRATION PGSS 6.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates:-
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/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;
- vi. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;

- xiv. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings Dodoma.**
- xv. Deadline for application is **13th June, 2023;**
- xvi. Only short listed candidates will be informed on a date for interview and;
- xvii. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**