

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Kumb.Na.9/259/01/A/303

30th May, 2023

VACANCIES ANNOUNCEMENT

On behalf of The Tanzania Institute of Accountancy (TIA) Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill nine (9) posts.

1.0 THE TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

The Tanzania Institute of Accountancy (TIA) is one of the Technical Institutions in Tanzania and a Government Executive Agency under the Ministry of Finance and Planning. 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 (NACTE) and has six Campuses located in Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza and Kigoma.

1.1 ASSISTANT LECTURER- ACCOUNTS AND FINANCE - 2 POSTS

1.1.1 DUTY STATIONS: DAR ES SALAAM,

1.1.2 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; and
- vii. To perform any other related duties as may be assigned by supervisor.

1.1.3 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in one of the following Accounting or Finance 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.

1.1.4 REMUNARATION:

1.1.5 SALARY SCALE: PHTS 2.1

1.2 ASSISTANT LECTURER- MARKETING - 4 POSTS

1.2.1 DUTY STATIONS: 2- DAR ES SALAAM, 1- MTWARA &, 1- MBEYA

1.2.2 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; and
- vii. To perform any other related duties as may be assigned by supervisor.

1.2.3 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in one of the following fields: Business Administration (Majoring marketing), 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.

1.2.4 REMUNARATION:

1.2.5 SALARY SCALE: PHTS 2.1

1.3 ASSISTANT LECTURER- BUSINESS ADMINISTRATION -1 POST

1.3.1 DUTY STATIONS: DAR ES SALAAM

1.3.2 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; and
- vii. To perform any other related duties as may be assigned by supervisor.

1.3.3 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in one of the following fields: Accountancy and Finance, Business Administration, Commerce 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.

1.3.4 REMUNARATION:

1.3.5 SALARY SCALE: PHTS 2.1

1.4 TUTORIAL ASSISTANT- MARKETING -2 POSTS

1.4.1 DUTY STATIONS: 1- MBEYA & 1- MTWARA

1.4.2 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.

1.4.3 QUALIFICATION AND EXPERIENCE

Holder of Degree in one of the following fields: Business Administration (Majoring marketing), 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.

1.4.4 REMUNARATION:

1.4.5 SALARY SCALE: PHTS 1.1

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 **12th 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**