



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE
INSTITUTE OF ACCOUNTANCY ARUSHA



VACANCY ADVERTISEMENT

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 (CAP 240 RE: 2002) and is located at Njiro Hill, seven kilometres Southern-East of Arusha City.

Vision Statement

To become 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 has an internal capacity to recruit in various positions on contractual basis and is now seeking from the market qualified and motivated persons to be recruited in the following capacities.

S/N0	POSITION	DEPARTMENT	SPECIALIZATION	No. OF POSTS
1	Studio Manager	International Collaboration and Marketing Unit	-Journalism and Mass communication	1
2	Online TV/Radio Presenter	International Collaboration and Marketing Unit	- Journalism and Mass communication	2
3	Camera Man	International Collaboration and Marketing Unit	- Journalism and Mass communication	1
4	News Producer	International Collaboration and Marketing Unit	- Journalism and Mass communication	1

5	Sport Presenter	International Collaboration and Marketing Unit	- Journalism and Mass communication	1
6	Online Editor	International Collaboration and Marketing Unit	- Journalism and Mass communication	1
7	Offline Editor	International Collaboration and Marketing Unit	- Journalism and Mass communication	1
8	Driver II	Human Resources and Administrative Directorate	-Driver	1
			Grand Total	09

The qualifications and duties for each of the positions above are described below:

1. STUDIO MANAGER

Duties and Responsibilities

- Ensure radio and TV studios are built and refined by standard
- Supervise production schedules in collaboration with the producer
- Scheduling studio time
- Preparing and sticking to the studio budget
- Direct technical production staff in set-up and operation of remote site production activities; maintains production standards and quality control.
- Plan each live broadcast, assigning news stories to anchors, choosing live remotes and deciding the order of the broadcast
- Ensure program and technical studio staff comply with broadcasting Regulations and other laws.
- Handle Social media handles
- Any other duty assigned by a supervisor

Qualifications: -

- Holder of a Bachelor Degree in Journalism or Mass Communication from any recognized institution.

- Not less than two years of experience in the media industry

Skills

- Ability to create appropriate online media content
- Media production knowledge
- Team leadership and collaboration
- Industry knowledge and trends

2. ONLINE TV/RADIO PRESENTER (TWO POSTS)

Duties and Responsibilities

- Writing Scripts
- Recording Voice-Overs
- Hosting programs
- Creating and developing programs content

Qualifications

- Holder of a Bachelor degree in Journalism and Mass Communication from any recognized institution

3. CAMERAMAN (ONE POST)

Duties and Responsibilities

- Collaborate with the producer to determine all aspects of shots.
- Provide practical and creative input to scene planning and arrangement.
- Assemble, select, and position all equipment including cameras, stands, and so on.
- Manage and operate motion picture cameras to record scenes related to TV broadcasts, advertisements, and motion films.
- Prepare and execute each shot according to technical aspects such as light, lenses, camera film, and filters to achieve desired effects.
- Determine the camera placement that is to capture pictures, compose shots, and shoot scenes.
- Take quality footage from a stable or move position, prepare cameras and test angles of camera movements and provide recommendations.
- Work with the Producer and other staff (photographer, makeup artists, lighting, and sound staff) to create the best last effect.
- Resolve technical or practical issues, if any.
- Create and edit footage of film and pictures as per the requirements.

Qualifications

Holder of a Bachelor Degree in one of the following fields; Mass Communication, Journalism, Multimedia, or any other related field with at least three years of experience in the media industry.

4. NEWS PRODUCER (One Post)

Duties and Responsibilities

- Develop or find new show concepts
- Create a budget and timeline for the project
- Assist with writing and editing the script
- Coordinate production meetings and shoots
- Supervise the entire production process

Qualifications

Holder of a Bachelor Degree/Diploma in one of the following fields; Mass Communication, Journalism, or any other related field with at least two years' experience in the media industry.

5. SPORTS PRESENTER (One Post)

Duties and Responsibilities

- To assist in creating sports news content
- To present sports news content
- Create a budget and timeline for the sports program

Qualification

Holder of a Bachelor Degree in one of the following fields; Mass Communication, Journalism, or any other related field with at least two years' experience in the media industry.

6. ONLINE EDITOR (One post)

Duties and Responsibilities

- Creating the final, full-resolution version of the program.
- Creating a transmission-ready program to the required technical standards
- Colorist, where color balance and luminance need to be balanced between different shots.
- Producing and publishing new content in a creative way
- Overseeing layout (images, graphics, videos, and artwork)
- Check content for accuracy
- Proofread and edit material

Qualifications

Holder of a Bachelor Degree in one of the following fields; Mass Communication, Journalism, Multimedia, IT, or any other related field, with at least two years of experience in the media industry.

7. OFFLINE EDITOR (One post)

Duties and Responsibilities

- Control and edit video pieces in a way that is invisible to the audience
- Take a brief to grasp the production team's needs and specifications
- Review shooting script and raw material to create a shot decision list based on scenes' value and contribution to continuity
- Trim footage segments and put together the sequence of the film
- Input music, dialogues, graphics, and effects
- Create rough and final cuts
- Ensure logical sequencing and smooth running of programs
- Consult with stakeholders from production to the post-production process
- Continuously discover and implement new editing technologies and the industry's best practices to maximize efficiency.

Qualifications

Holder of a Bachelor Degree in one of the following fields; Mass Communication, Journalism, Multimedia, or any other related field, with at least three years' experience in media industry.

8. Driver- (One post-Babati Campus)

Duties and Responsibilities

- To drive motor vehicles in accordance to road traffic rules and regulation.
- To inspect motors vehicles before and after any route in order to identify required maintenances or rehabilitation
- To ensure that motor vehicle and its equipment's (Jack, spanner, etc)
- To carry out minor/routine maintenance of vehicle
- To ensure cleanness of motor vehicle at all time.
- To record and maintain records pertaining to any journey in the Logbook.
- To assist in collecting and dispatching mails.
- To report any accident immediately to supervisor or Traffic Police
- To perform any other Duties as may be assigned by his superiors.

Qualifications

Holder of a form IV certificate and class "C1 and E" Driving License who has attended Basic driving course offered by VETA or any recognized Institution with Driving experience of at least one year without causing accidents. Possession of Trade Test Grade II/ Grade II in Motor Vehicle Maintenance/Mechanics is an added advantage.

General Conditions to Interested Applicants:

- i. All applicants must be citizens of Tanzania
- ii. Applicants must attach up-to-date Curriculum Vitae (CV) bearing reliable contacts, postal address, e-mail address and accessible, reliable mobile phone numbers and three reputable referees
- iii. All applications must be attached with relevant copies of academic certificates & transcripts
 - a. Form IV & VI certificates (if applicable),
 - b. Birth certificate
- iv. Form IV result slips, partial testimonials or partial result slips are strictly not accepted
- v. Certificates from foreign examination bodies and universities should have been authenticated by The National Examination Council of Tanzania (NECTA) and TCU
- vi. All attachment should be in one PDF document.
- vii. Only shortlisted applicants will be informed on the date for interview
- viii. Application letters should be in English.
- ix. Application letters and documents should be sent through email
- x. Deadline for applications is **21st August, 2023** at 04:00 pm

All applications should be directed to:

**RECTOR
INSTITUTE OF ACCOUNTANCY ARUSHA
P. O. BOX 2798
ARUSHA.**

Through email: recruitment@iaa.ac.tz

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR

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