

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/103

10th June, 2022

VACANCY ANNOUNCEMENT

On behalf of The Institute of Accountancy Arusha (IAA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill one **(1)** vacant post mentioned below;

1.0 THE INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)

The Institute of Accountancy Arusha (IAA) is a parastatal academic institution offering undergraduate and postgraduate training courses. It is established by the Institute of Accountancy Act No.1 of 1990 (Cap 240 RE: 2002) and is located at Njiro Hill, seven kilometers Southern-East of Arusha City. The Institute has three working campuses of Dar es Salaam, Babati and Dodoma. It is underway to establish the fourth campus in Songea.

1.0.1 RECTOR-1 POST

1.0.2 POSITION RELATIONSHIPS: Reports to the Governing Council

1.0.3 SUPERVISES: Deputy Rectors, Directors, Heads of Departments, Units and Managers

1.0.4 SCOPE OF THE POSITION AND ITS EXPECTED OUTPUTS:

According to IAA Act of 1990 (Cap 240 R.E.2002) Clause 9 (2) (a – d) the Rector shall be the Chief Administrative and Academic Officer of the Institute and shall be responsible to the Governing Council.

1.0.5 DUTIES AND RESPONSIBILITIES

- i. To be the Accounting Officer and spokesperson of the Institute;
- ii. To facilitate learning (by teaching) of academic programmes at the institute;
- iii. To be the Principal Academic and Administrative Officer of the Institute and Secretary to the Governing Council;
- iv. To be responsible to the Governing Council for the implementation of the decisions of the Council;
- v. To oversee the enforcement of by laws and regulations made by the Council;
- vi. To be responsible for formulation and implementation of policies to enhance the academic excellence of the Institute;
- vii. To promote good relations with the Government and other organizations;
- viii. To be responsible for promoting efficiency in the academic activities related to training, research and consultancy; and
- ix. To oversee the enforcement of bylaws and regulations made by the Government and Regulatory Bodies

1.0.6 QUALIFICATION AND EXPERIENCE

- i. Professor or Associate professor in any of the following areas: Accountancy, IT, Banking, Insurance, Tax, General Management or any related areas;
- ii. Senior Lecture who is a PhD holder and have a higher academic standing;
- iii. Outstanding management experience in academic and administrative of at least seven years in a reputable institution;
- iv. Proven ability to develop and coordinate the implementation of academic vision for the Institute of Accountancy Arusha; and
- v. Ability to influence, persuade, build coalitions, networks and ability to stimulate and encourage new ideas and development through motivation and support of staff and students.

1.0.7 SPECIFIC SKILLS

The Rector must have proven experience to develop and coordinate the implementation of academic vision for an institution of higher learning coupled with possession of ability to influence, persuade, build coalitions, networks and ability to do the following:

- i. To stimulate and encourage new ideas and development through motivation and support of staff and students.
- ii. To possess and exercise rich skills in designing and developing market-pace curriculums for academic functions;
- iii. To exercise expertise in designing and implementing corporate strategic plans;
- iv. To initiate and establish foreign (abroad) campuses;
- v. To initiate and manage construction projects related to campus expansion;
- vi. Capability to position IAA competitively in global arena;
- vii. Capability to enhance IAA revenue for growth and sustainability; and
- viii. Business continuity mind-set person.

1.0.8 REMUNERATION: Offered according to IAA scheme of service

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. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. 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;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;

- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letters should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **23rd June, 2022**;
- xv. Only short listed candidates will be informed on the date of interview and;
- xvi. 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