

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/27**

**19<sup>th</sup> August, 2021**

**VACANCY ANNOUNCEMENT**

On behalf of Tanzania Institute of Accountancy (**TIA**), College of Business Education (**CBE**), and The Arusha Technical College (**ATC**), Public Service Recruitment Secretariat (PSRS) invites dynamics and suitable qualified Tanzanians to fill **three (3)** vacant posts mentioned below.

**1.0 TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)**

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 that was established on 1st July 2002 by the Government Notice No. 489 of 1st November 2002 and officially launched on 24th January 2003 as per Act No. 30 of 1997 to provide education and conduct Research & Consultancy in the fields of Accountancy, Procurement and Logistics Management, Business Administration, Human Resource Management, Marketing & Public Relations, Public Sector Accounting & Finance and other business related disciplines.

**1.1.1 RECTOR OF TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)**

**1.1.2 DUTIES AND RESPONSIBILITIES**

- i. Maintaining and promoting efficiency, effective and good governance of the Institute;
- ii. Be the principal academic and administrative officer and Secretary to the Ministerial Advisory Board;
- iii. Responsible to the Ministerial Advisory Board for implementation of the decisions of the Ministerial Advisory Board;

- iv. Spearheads the continuous development and review of the mission, objectives and policies of the Institute;
- v. Mobilizing and procuring internal and external resources necessary for the implementation of the Institute programmes;
- vi. Advising the Ministerial Advisory Board on the appointment of the Directors and Senior Staff;
- vii. Directing the implementation of strategic plans of the Institute;
- viii. Responsible for appointment of Heads of Academic Departments;
- ix. Responsible and supervising senior management and academic staff of the Institute;
- x. Responsible for proposing major policy initiatives to the Ministerial Advisory Board;
- xi. Responsible to the Ministerial Advisory Board for the general conduct and discipline of students;
- xii. Be the spokesperson of the Institute on all matters affecting the welfare of the Institute;
- xiii. Promoting good relation with the Government and other organization ;
- xiv. Ensures timely audit of the Institute financial statements
- xv. Follows up on availability of funds from respective organs.

### **1.1.3 QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

- **PhD in Finance, Accounting, Management or any other relevant field to the business of the Institute and should be at least an Associate Professor**
- Holder of outstanding academic and administrative experience of at least ten years (10) in a Senior managerial position in reputable Institution and capability in training in any of the fields related to TIA
- Proven ability to develop and coordinate the implementation of academic vision for the Tanzania Institute of Accountancy (TIA)

- Ability to influence, build coalitions, networks and ability to stimulate and encourage new ideas and development through motivation and support of staff and students.

#### **1.1.4 SPECIAL SKILLS AND ATTRIBUTES**

- i. High probity and integrity
- ii. Visionary and proactive
- iii. Managerial and organization skills
- iv. Innovative
- v. Ability to communicate fluent both English and Swahili
- vi. Computer literate

#### **1.1.5 TERMS OF ENGAGEMENT**

The rector shall hold office for a period of five years (5) or for any other period not exceeding five years as may be specified in an instrument of his appointment and may be eligible for re-appointment subject to satisfactory performance.

#### **1.1.6 AGE LIMIT**

All applicants should have an age not above 55 years old.

#### **1.1.7 REMUNERATION**

Attractive remuneration package in accordance with the institution salary scale.

### **2.0 COLLEGE OF BUSINESS EDUCATION (CBE)**

College of Business Education was established by Act of Parliament, Act No. 31 of 1965. It is a Public Higher Learning Institution, which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement & Supplies, Marketing Management, Legal and Industrial Metrology, ICT, General Management and other business related disciplines.

#### **2.1 REGISTRAR –(1 POST) RE ADVERTISED**

### **2.1.1 DUTIES AND RESPONSIBILITIES**

- i. To handle general administrative matters relating to curricular design and students' academic performance measurement in cooperation with Head of Departments;
- ii. To make follow up on the decisions of the Curriculum and Examination Committee and Board of Examiners;
- iii. To be custodian of all relevant academic data including safe custody of Transcript and Certificates;
- iv. To process administrative matters relating to Academic Departments, Curriculum and Examination Committee and Board of Examiners on specialized activities e.g. awards, moderation of examinations, review of syllabi etc.;
- v. To be custodian of all approved examination papers;
- vi. To promote academic programmes of the College; and
- vii. To perform any other relevant duties as may be assigned by your supervisor.

### **2.1.2 QUALIFICATIONS AND EXPERIENCE**

Master Degree in either Education, Sociology, Public Administration or Business Administration with at least 8 years of relevant working experience.

### **2.1.3 REMUNERATION:**

As per Treasury Registrar Circular No. 8 of 2015

## **3.0 ARUSHA TECHNICAL COLLEGE (ATC)**

The Arusha Technical College (ATC) is a statutory body, Public Technical Institution which was established by the National Council for Technical Education (Arusha Technical College) Establishment Order, 2007, GN. No. 78 of 30th March 2007 and later in 2015 the Instrument which established it was revoked and replaced by the National Council for Technical Education (The Grant of Autonomous Status to the Arusha Technical College) Order, 2015 GN. No. 302 of 24<sup>th</sup> July, 2015. The College is

mainly governed by the National Council for Technical Education (Autonomous Technical Institutions) Regulations, 2015 GN. No. 463 published on 23rd October, 2015. The College offers various Technical Education Training (TET), Vocational Education Training (VET) and Engineering Programmes.

### **3.1 INSTRUCTOR II (ELECTRICAL ENGINEERING) – (1 POST) RE-ADVERTISED**

#### **3.1.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
  - i. To supervise and assists junior staff; and
- vi. To perform any other related duties as may be assigned by the Supervisor.

#### **3.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor's degree with GPA of 3.5 and above specialized either in Electrical Engineering, Electronics and Telecommunication Engineering or Electrical and Biomedical Engineering

#### **3.1.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's salary PTSS 10.1

### **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. 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 lettershould be written either in Swahili or English andAddressed 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 **2<sup>nd</sup> September, 2021**;
- xv. Only short listed candidates will be informed on a date for 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**