

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/II/019

1st April, 2019

VACANCIES ANNOUNCEMENT

On behalf of Tanzania Institute of Accountancy (TIA) President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **1** vacant post as mentioned below;

1.0 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 RECTOR OF TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

1.1.1 DUTIES AND RESPONSIBILITIES

The Rector shall be responsible for:-

- 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 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;

2.0 QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The prospective aspirant for the post must be:-

- i. Holder of PhD in Finance, Accounting, Management or any other relevance field to the business of the Institute and should be at least an Associate Professor
- ii. 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
- iii. Proven ability to develop and coordinate the implementation of academic vision for the Tanzania Institute of Accountancy (TIA)
- iv. Ability to influence, build coalitions, networks and ability to stimulate and encourage new ideas and development through motivation and support of staff and students,

3.0 REMUNERATION

This post offers an attractive package as per TIA scheme of Service

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania of not more than 55 years of age;
- 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 certificates** as required for each post to include;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - And 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. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education **should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);**
- x. **Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);**
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A signed application letters should be written either in Swahili or English and Addressed to;

Secretary,
Presidents Office, Public Service Recruitment Secretariat,
8 Kivukoni Road,
P.O. Box 63100,
11404 Dar es Salaam.
- xiii. Deadline for application is 14th April, 2019 and;

- xiv. Only short listed candidates will be informed on a date for interview;
- xv. 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**'*

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**