

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No. JA. 9/259/01/A/234

28th February, 2023

VACANCY ANNOUNCEMENT

On behalf of The Institute of Accountancy Arusha (IAA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (04) vacant posts mentioned below;

1.0 THE INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)

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 and is located at Njiro Hill, seven kilometers Southern-East of Arusha City.

1.0.1.OFFICE MANAGEMENT SECRETARY II (1 POSTS)

1.0.2. DUTIES AND RESPONSIBILITIES

- i. To type and deal with all forms of correspondences, memoranda, minutes and reports;
- ii. To organize and maintain diary of appointments;
- iii. To take care of working facilities and equipment;
- iv. To receive, screen and direct telephone calls and relay messages;

- v. To welcome and attend visitors;
- vi. To arrange for meetings and taking minutes;
- vii. To produce official documents when required;
- viii. To organize and store official documents;
- ix. To arrange travel and accommodation;
- x. To perform any other related duties.

1.0.3. QUALIFICATIONS AND EXPERIENCE

Holder of form IV Certificate with Diploma in secretarial management services with pass of 120 w.p.m shorthand either in Kiswahili or in English. Certificate in computer applications e.g. MS-Windows, MS-Office, internet, and e-mail.

1.0.4. SALARY SCALE

Offered according to IAA scheme of service

1.0.5. RECORDS MANAGEMENT ASSISTANT II (1 POSTS)

1.0.6. DUTIES AND RESPONSIBILITIES

- i. To prepare file Index/Register;
- ii. To maintain records / documents in the registry;
- iii. To file, dispatch and cross check correspondences;
- iv. To maintain diary and records for files movements;
- v. To check and cross check mails, claims and returns;
- vi. To receive previews, record and facilitate filing and distribute;
- vii. To receive and register incoming/outgoing mails.

1.0.7. QUALIFICATIONS AND EXPERIENCE

Holder of diploma in records management from Public Service College or any other recognized College/Institution.

1.0.8. SALARY SCALE

Offered according to IAA scheme of service

1.0.9. TUTORIAL ASSISTANT – CYBER SECURITY/INFORMATION SYSTEM SECURITY (1 POSTS)

1.0.10. DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision;
- vi. To perform any other related duties.

1.0.11. QUALIFICATIONS AND EXPERIENCE

Holders of a bachelor degree (NTA Level 8) in cyber security or information system security with a GPA of at least 3.5 at Bachelor Level.

1.0.12. SALARY SCALE

Offered according to IAA scheme of service

1.0.13. TUTORIAL ASSISTANT – CHINESE (1 POSTS)

1.0.14. DUTIES AND RESPONSIBILITIES

- i. i To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision;
- vi. To perform any other related duties.

1.0.18. QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Chinese Language with a Minimum GPA of 3.5 from any recognized University.

1.0.19. SALARY SCALE

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. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- 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:-
- vii. Form IV and form VI results slips;
- viii. Testimonials and all Partial transcripts;
- ix. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- x. An applicant employed in the Public Service should route his application letter through his respective employer;
- xi. An applicant who is retired from the Public Service for whatever reason should not apply;
- xii. An applicant should indicate three reputable referees with their reliable contacts;
- xiii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examination Council of Tanzania (NECTA).
- xiv. 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);
- xv. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xvi. 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, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**

- xvii. Deadline for application is **6th March, 2023**
- xviii. Only shortlisted candidates will be informed on the date of interview and;
- xix. 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**



Jiandae kuhesabiwa siku ya Jumanne tarehe 23 Agosti 2022