

MINISTRY OF FINANCE



TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

TRANSFER VACANCIES

1.0 INTRODUCTION:

The Tanzania Institute of Accountancy (TIA) is one of the Technical Institutions in Tanzania and a Government Executive Agency under the Ministry of Finance. Its main role is to provide quality education in Accountancy, Procurement and Logistics, Business Administration, Human Resources Management, Public Sector Accounting & Finance, Marketing & Public Relations and conduct Research & Consultancy activities. The Institute is also accredited by the National Accreditation Council for Technical Education Tanzania (NACTVET) and has seven Campuses located in Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza, Kigoma and Zanzibar.

Tanzania Institute of Accountancy (TIA) has a permit to recruit 19 staff on transfer. Therefore, the Institute invites applications from suitably qualified **Public Servants who are interested to join TIA through transfer** as follows;

1.1 ASSISTANT LECTURER - ACCOUNTS AND FINANCE - 2 POSTS

1.1.1 DUTY STATIONS: DAR ES SALAAM,

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects; and
- vii. To perform any other related duties as may be assigned by supervisor.

1.1.3 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in one of the following Accounting or Finance or any other related qualifications from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

1.1.4 REMUNARATION:

1.1.5 SALARY SCALE: PHTS 2.1

1.2 ASSISTANT LECTURER - PROCUREMENT AND LOGISTIC MANAGEMENT - 4 POSTS

1.2.1 DUTY STATIONS: 2 - DAR ES SALAAM, 1 - MTWARA, 1 - KIGOMA

1.2.2 DUTIES AND RESPONSIBILITIES

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with Senior Members of specific projects such as research and consultancy;
- vi. To supervise student's projects; and
- vii. To perform any other related duties as may be assigned by supervisor.

1.2.3 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in one of the following fields: Business Administration, Procurement and Logistics Management, (Majoring in Transport and Logistics, Production Management, Store and warehouse Management, Transport and Distribution or Freight Clearing and Forwarding) from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree. Must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB).

1.2.4 REMUNARATION:

1.2.5 SALARY SCALE: PHTS 2.1

1.3 ASSISTANT LECTURER - EDUCATION 2 POSTS

1.3.1 DUTY STATIONS: 1 - MTWARA 1- KIGOMA

1.3.2 DUTIES AND RESPONSIBILITIES

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with senior members of specific projects such as research and consultancy;
- vi. To supervise student's projects; and
- vii. To perform any other related duties as may be assigned by supervisor.

1.3.3 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in one of the following fields: Education Psychology, Curricular Assessment/Development, Education Administration/ Management/ Planning and Education Teaching Media from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

1.3.3 REMUNARATION:

1.3.4 SALARY SCALE: PHTS 2.1

1.4 ASSISTANT LECTURER - LAW 3 POSTS

1.4.1 DUTY STATIONS: 1 – MWANZA 1- KIGOMA 1- MTWARA

1.4.2 DUTIES AND RESPONSIBILITIES

- i. To assist in conducting tutorial and practical exercises;
- ii. To assist in teaching, research and consultancy Projects;
- iii. To undertake tutorials;
- iv. To work in cooperation with senior members of specific projects such as research and consultancy;
- v. To supervise student's projects; and
- vi. To perform any other related duties as may be assigned by supervisor.

1.4.3 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in Law majoring in Business Law from recognized Institutions with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

1.4.4 REMUNARATION:

1.4.5 SALARY SCALE: PHTS 2.1

1.5 ASSISTANT LECTURER- HUMAN RESOURCE MANAGEMENT 5POSTS

1.5.1 DUTY STATIONS: 2 - MTWARA, 1 - MWANZA, 1 – SINGIDA, 1- ZANZIBAR

1.5.2 DUTIES AND RESPONSIBILITIES

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;
- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with Senior Members of specific projects such as research and consultancy; and
- vi. To supervise student's projects; and vii. To perform any other related duties as may be assigned by supervisor

1.5.3 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in one of the following fields: Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Industrial Relations, Business Administration or Commerce majoring in Human Resources Management from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

1.6 ASSISTANT LECTURER – ICT - 2 POST

1.6.1 DUTY STATIONS: 1-KIGOMA, 1- MWANZA

1.6.2 REMUNARATION

1.6.3 SALARY SCALE: PHTS 2.1

1.6.4 DUTIES AND RESPONSIBILITIES

- i. To prepare learning resources for practical and tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry consultancy and community services under supervision;

- iv. To conduct lectures, research, tutorial seminars;
- v. To work in cooperation with Senior Members of specific projects such as research and consultancy; and
- vi. To supervise student's projects; and vii. To perform any other related duties as may be assigned by supervisor

1.6.5 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in one of the following fields: Computer Science, Information Technology or any other related qualifications from recognized Institutions that suit to TIA with a GPA of at least 3.5 at Undergraduate level and at least 3.8 at Master Degree.

1.7 ACCOUNTS OFFICER II - 1 POST

1.7.1 DUTY STATIONS: 1 – DAR ES SALAAM

1.7.2 DUTIES AND RESPONSIBILITIES

- i. To assist in receiving and paying cash;
- ii. To post and balancing ledger accounts;
- iii. To issue invoices, makes follow up of payments of bills;
- iv. To assist in maintaining full and accurate accounts records;
- v. To prepare trial balances;
- vi. To assist in checking claims, retirements and ensuring that they are supported by appropriate documents; and
- vii. To perform any other related duties as may be assigned by Supervisor from time to time.

1.7.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized Institutions or Intermediate Certificate (Module D) offered by NBAA.

1.7.4 REMUNARATION

1.7.5 SALARY SCALE: TIASS 4.1

GENERAL CONDITIONS:

- i. An applicant Must be a Public Servant,
- ii. A signed letter should be written in English or Swahili and should indicate **check number**,

- iii. Applicants should channel their application letter through their current employers;
- iv. Applicants should indicate their willingness and commitment to cover their transfer costs;
- v. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- vi. Applicants must attach their certified copies of the following:
 - Master /Bachelor Degree/Advanced Diploma certificates
 - Master/Bachelor Degree/Advanced 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
- vii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- viii. Interested Public Servants should apply through Chief Executive Officer, Tanzania Institute of Accountancy (TIA) P.O. Box 9522 Dar es Salaam.
- ix. Deadline for receiving application is **1st December, 2023, at 16:00 pm**