



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

### **CALL FOR APPLICATION INTO MARCH INTAKE 2024**

The Chief Executive Officer of Tanzania Institute of Accountancy invites applications from qualified candidates to join **Basic Certificate and Diploma programmes** for March intake 2024.

#### **1.0 Basic Technician Certificate Programmes (NTA Level 4): (One academic year/ two semesters)**

- (i) Basic Technician Certificate in Accountancy (BTCA) – **DAR ES SALAAM, MTWARA, & KIGOMA (Full time)**
- (ii) Basic Technician Certificate in Procurement and Logistics Management (BTCPLM) - **DAR ES SALAAM, MTWARA & KIGOMA (Full time)**
- (iii) Basic Technician Certificate in Human Resource Management (BTCHRM)-**DAR ES SALAAM, MTWARA & KIGOMA (Full time)**
- (iv) Basic Technician Certificate in Business Administration (BTCBA) – **MTWARA&KIGOMA (Full time)**
- (v) Basic Technician Certificate in Public Sector Accounting and Finance (BTCPSAF) **DAR ES SALAAM (Full time )**
- (vi) Basic Technician Certificate in Marketing and Public Relations (BTCMPR)- **DAR ES SALAAM & MBEYA (Full time)**

**Minimum entry requirements:** At least four (4) passes (grade “D” or above) at certificate of secondary Education (CSEE) excluding religious subjects **OR** National Vocational Award LEVEL 2 accompanied with at least two passes at Ordinary Certificate of Secondary Education

#### **2.0 Diploma Programmes (NTA Level 5 & 6): (Two academic years / Four Semesters)**

- (i) Diploma in Accountancy (DA) - **DAR ES SALAAM, MTWARA, & KIGOMA (Full time).**
- (ii) Diploma in Procurement & Logistics Management (DPLM) **DAR ES SALAAM & KIGOMA (Full time).**
- (iii) Diploma in Business Administration (DBA) – **DAR ES SALAAM & KIGOMA (Full time).**

- (iv) Diploma in Human Resource Management (DHRM) - **DAR ES SALAAM, MTWARA & KIGOMA (Full time)**.
- (v) Diploma in Public Sector Accounting and Finance (DPSAF) **DAR ES SALAAM (Full time)**.
- (vi) Diploma in Marketing and Public Relations (DMPR) **DAR ES SALAAM (Full time)**.

**Minimum entry requirements:**

- (i) Basic Technician Certificate in related programmes accompanied with at least four passes at Certificate of Secondary Education (CSEE) excluding religious subjects.
- (ii) Advanced Certificate of Secondary Education (ACSEE) with at least **one principal pass and one subsidiary** in relevant subjects excluding Religious subjects.
- (iii) National Vocational Awards (NVA) level 3 accompanied with at least two passes at Certificate of Secondary Education (CSEE) excluding Religious subjects

**MODE OF APPLICATION**

- (i) Applicants for all academic programmes should apply online through our online application system via TIA website [www.tia.ac.tz](http://www.tia.ac.tz). Applicants are advised to observe all the application steps and procedures as guided by the system. Control number will be generated automatically by the system to allow payment of Tshs.10, 000/= application fee. Special help on completing applications will be provided for candidates who directly visit any of TIA campuses or call us through mobile contacts 0713776577, 0712173355, 0677 777 746 / 0625 777 744/ 0764777746
- (ii) Applicants can also apply through filling and submitting dully completed application forms. Application forms can be obtained at any TIA Campus or Website. Application fee of Tshs. 10,000/= have to be paid through NMB or CRDB banks or mobile networks like M-Pesa, Tigo, Pesa, Airtel Money, Halo Pesa, TTCL Pesa and Ezy Pesa. **CONTROL NUMBER 994070532188 SHOULD BE USED BY APPLICANTS TO PAY APPLICATION FEE.** Application forms which will be submitted OR returned without application fee payment will not be considered for selection.

**APPLICATION DEADLINES**

Deadline for applying into advertised programmes is **23<sup>rd</sup> February, 2024.**

***THE CHIEF EXECUTIVE OFFICER,  
TANZANIA INSTITUTE OF ACCOUNTANCY (TIA),  
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**OR**

**THE CAMPUS DIRECTOR, AT MJI MWEMA AREA,  
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Email: [tiamtwara@tia.ac.tz](mailto:tiamtwara@tia.ac.tz)**

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**OR**

**THE CAMPUS DIRECTOR, KIGOMA CAMPUS,  
LOCATED AT KIGOMA UJIJI AREA ALONG LUMUMBA ROAD-  
TANZANIA RED CROSS BUILDING,  
Telephone: 0754323492, 0786172558, 0713132424, 0656837440, +255 282803529  
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