



TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

CALL FOR APPLICATION INTO MARCH INTAKE 2025

The Chief Executive Officer of Tanzania Institute of Accountancy invites applications from qualified candidates to join **Basic Certificate and Diploma programmes** for March intake 2025.

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

- (i) Basic Technician Certificate in Accountancy (BTCA) – **DAR ES SALAAM, ZANZIBAR, & KIGOMA (Full time)**
- (ii) Basic Technician Certificate in Procurement and Logistics Management (BTCPLM) - **DAR ES SALAAM & KIGOMA**
(Full time)
- (iii) Basic Technician Certificate in Human Resource Management (BTCHRM)-**DAR ES SALAAM, KIGOMA & ZANZIBAR (Full time)**
- (iv) Basic Technician Certificate in Business Administration (BTCBA) – **DAR ES SALAAM & KIGOMA (Full time)**
- (v) Basic Technician Certificate in Marketing and Public Relations (BTCMPR)- **DAR ES SALAAM (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 III 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 & 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 & KIGOMA (Full time).**
- (v) 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.

MODE OF APPLICATION

- (i) Applicants for all academic programmes should apply online through our online application system via TIA website www.tia.ac.tz. Applicants are advised to observe all the application steps and procedures as guided by the system. 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 DEADLINES

Deadline for applying into advertised programmes is 28rd February, 2025.

**THE CHIEF EXECUTIVE OFFICER,
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OR

**THE CAMPUS DIRECTOR, KIGOMA CAMPUS,
LOCATED AT KIGOMA UJJI AREA ALONG LUMUMBA ROAD-
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Telephone: 0754323492, 0786172558, 0713132424, 0656837440, +255 282803529
Website: www.tia.ac.tz
Email: tiakigoma@tia.ac.tz**

OR

**CAMPUS MANAGER,
ZANZIBAR CAMPUS,
LOCATED AT LOCATED AT SHEIKH THABIT KOMBO BUILDING –
MICHENZANI, ZANZIBAR,
FOR MORE HELP CONTACT 0716 000 849 / 0777 849 712 / 0716 419 884**