



TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

INTERNAL ADVERTISEMENT FOR SHORT - TERM CONTRACT EMPLOYMENT

Tanzania Institute of Accountancy (TIA) is looking for **qualified** and **dedicated** individuals to fill the following posts on the basis of one-year contract.

1. Plumbers (4 Posts) – for TIA Campuses (Mtwara (1) Singida (1) Kigoma (1) Tanga (1))

Entry Qualifications:

Holder of Certificate of Secondary Education (Form Four) and VETA Vocational Certificate Grade I OR II in Plumbing and Pipes Fitting.

Duties:

- i. Identifying and carrying out routine, periodical and preventive maintenance on plumbing works and other small civil works;
- ii. Helping main technician in identifying requirements for tools, equipment for various maintenance works;
- iii. Assisting main Technician in dealing with water utilities companies for bills and usage;
- iv. Maintaining water facilities in accordance with set standards, regulations, economy and safety;
- v. Carrying out installation of water facilities whenever required; and
- vi. To perform any other related duties as may be assigned by Supervisor.

2. Electrical Technician (6 Posts - (Mtwara (1) Singida (1) Mwanza (1) Kigoma (1) Zanzibar (1) Tanga (1))

Entry Qualifications:

Holder of Certificate of Secondary Education (Form Four) and VETA Vocational Certificate Grade I OR II in Electrical installation.

Duties:

- i. To identify and carry out routine, periodical and preventive maintenance on electrical power supply systems;
- ii. To identify and plan requirements of tools, equipment and plants for power supply of the Institute;
- iii. To advice on the economic use and safety of power;
- iv. To liaise with electricity utilities companies for bills and usage;
- v. To maintain that provision of additional facilities are in accordance with set standards, regulations, economy and safety;
- vi. To carry out installation of power supply facilities whenever required;
- vii. Supporting teaching staff during class sessions on all matters relating to Public Addressing systems and visual aids.
- viii. Ensure safety and Maintenance of the PA systems.
- ix. To identify and carry out routine, periodical and preventive maintenance on Office machines and equipment and other small office devices;
- x. To identify and plan requirements of tools, equipment for the repair of office machines;
- xi. To perform any other related duties as may be assigned by Supervisor;

3. Public Addressing System Technicians (7 Posts -Dar-es-Salaam Campus)

Entry Qualifications:

Holder of Certificate of Secondary Education (Form Four) and VETA Vocational Certificate Grade I OR II in Electronics or Office Machines Maintenance.

Duties:

- i. Supporting teaching staff during class sessions on all matters relating to Public Addressing systems and visual aids.

- ii. Ensure safety and Maintenance of the PA systems.
- iii. Managing all Thin Client and Computer facilities management, software installation, Application Software and Backup Management.
- iv. Providing day to day support to Computer User, troubleshooting institution computer problems, support to computer user to prepare standard documentation or presentation.
- v. Installing new Printers, Computer, Photocopiers, Scanner and all other ICT related equipment.
- vi. To identify and carry out routine, periodical and preventive maintenance on Office machines and equipment and other small office devices;
- vii. To identify and plan requirements of tools, equipment for the repair of office machines;
- viii. To liaise with electrical technician on all issues of electricity supply relating to office equipment and machines;
- ix. To carry out installation of Office machine and equipment whenever required; and
- x. To perform any other related duties as may be assigned by Supervisor

4. Air conditioning Technician (1 Post - Dar-es-Salaam Campus)

Entry Qualifications:

Holder of Certificate of Secondary Education (Form Four) and VETA Vocational Certificate Grade I OR II in Electrical installation and Cooling Systems maintenance.

Duties:

- i. To identify and carry out routine, periodical and preventive maintenance on Air Conditioners and other small office devices;
- ii. To identify and plan requirements of tools, equipment for the repair of Air Conditioners;
- iii. To advice on the economic use of Air Conditioners;
- iv. To liaise with electrical technician on all issues of electricity supply relating to Air Conditioners;

- v. To maintain that provision of additional facilities are in accordance with set standards, regulations, economy and safety;
- vi. To carry out installation of Air Conditioners and other equipment whenever required; and
- vii. To perform any other related duties as may be assigned by Supervisor

5. Lift Technician (1 Post - Dar-es-Salaam Campus)

Entry Qualifications:

Holder of Certificate of Secondary Education (Form Four) and VETA Vocational Certificate Grade I OR II in Electrical installation and Mechanical engineering.

Duties:

- i. To identify and carry out routine, periodical and preventive maintenance on lift cars;
- ii. To identify and plan requirements of tools, equipment for the repair of lift cars system;
- iii. To advice on the economic use of lifting systems;
- iv. To liaise with electrical technician on all issues of electricity supply relating to lifting systems;
- v. To maintain and provide additional facilities in accordance with set standards, regulations, economy and safety;
- vi. To carry out installation of lifting systems and other equipment whenever required; and
- vii. To perform any other related duties as may be assigned by Supervisor.

6. Office Machine Technician (2 Posts - Dar-es-Salaam Campus)

Entry Qualifications:

Holder of Certificate of Secondary Education (Form Four) and VETA Vocational Certificate Grade I OR II in Office Machines maintenance.

Duties:

- i. To identify and carry out routine, periodical and preventive maintenance on office machines such Photocopiers, Printers, scanners etc;

- ii. To identify and plan requirements of tools, equipment for the repair of office machines;
- iii. To advice on the economic use of office machines;
- iv. To liaise with electrical technician on all issues of electricity supply relating to office machines;
- v. To maintain that provision of additional facilities in accordance with set standards, regulations, economy and safety;
- vi. To carry out installation of office machines and other equipment whenever required;

7. Sewerage Technician (1 Post - Dar-es-Salaam Campus)

Entry Qualifications:

Holder of Certificate of Secondary Education (Form Four) with relevant working experience in sewage system.

Duties:

- i. To identify and carry out routine, periodical and preventive maintenance on sewerage systems;
- ii. To identify and plan requirements of tools, equipment for the repair of sewerage systems;
- iii. To assist plumbing technicians in various plumbing and sewerage works;
- iv. To carry out other related works whenever required;
- v. To perform any other related duties as may be assigned by Supervisor

General Conditions: -

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- ii. All applicants must be Citizens of Tanzania with an age not above 45 years.
- iii. Applicants must attach their certified certificates
- iv. An applicant should indicate three (3) reputable referees with their reliable contacts;
- v. Deadline for application is 18th July, 2025;
- vi. A signed application letter should be written either in Swahili or English,
- vii. Applications for the posts located at Dar-es-Salaam Campus should be hand **delivered to the registry office Room No. 102** located at Administration Block,

- viii. Applications for the posts located at Campuses i.e **Mtwara, Singida, Mwanza, Kigoma, Zanzibar and Tanga** should be hand delivered at respective Campus registry offices
- ix. Applications sent through emails, WhatsApp's groups, telephone messages, social media and Postal addresses will not be accepted,
- x. All applications should be addressed to the **CHIEF EXECUTIVE OFFICER, TANZANIA INSTITUTE OF ACCOUNTANCY, P.O.BOX 9522, DAR ES SALAAM.**
- xi. Only short-listed candidates will be contacted.
- xii. Applicants retired or terminated from public service for whatever reason should not apply.

NOTE: Applicants tendering fake or forged certificates and other related documents will not be considered with possibility of prosecution.

Released by:


CHIEF EXECUTIVE OFFICER
TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)
4th JULY 2025

CHIEF EXECUTIVE OFFICER
TANZANIA INSTITUTE OF ACCOUNTANCY