



JOB OPPORTUNITIES

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 [Cap.240 R.E 2002]. It is located at Njiro Hill, seven kilometers Southern-East of Arusha City. It also has Campuses in Babati, Dar es Salaam, Dodoma and Songea.

Vision Statement

To be an exemplary center of excellence in modern business management training, research and consultancy services.

Mission Statement

To provide high quality, competence-based training and offer research and consultancy services through applied technology.

The Institute of Accountancy Arusha is inviting competent and qualified applicants to apply for the following positions at Babati Campus:-

1. RECEPTIONIST II – (1 POST)

Duties and Responsibilities

1. To receive all visitors and direct them to the appropriate officials.
2. To attend all incoming telephone calls and direct them to the right officials
3. To receive all incoming mail and submit them to secretaries or respective officials.
4. To maintain register of various activities; and.
5. To perform any other duties and responsibilities as may be assigned by supervisor.

Minimum Qualifications

- Holder of Form IV or VI certificate with credit passes in English, Swahili and who has attended training plus Certificate in Front Office, Reception, Customer Care or equivalent qualifications from a recognized Institution.

Nature of Employment – Contract

Remuneration:

Remuneration Attractive package in accordance with IAA salary structure.

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



+255 27 2970232
+255 763 462109



iaa@iaa.ac.tz
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,
Arusha, Tanzania



2. SOCIAL WELFARE OFFICER II - (2 POSTS)

Duties and Responsibilities

- I. To assist in dealing with cases involving students on social matter.
- II. To disseminate Institutes' directives to students.
- III. To offer first aid support when needed and appropriate
- IV. To assist in maintaining accurate records pertaining to students' welfare.
- V. To participate in identifying behavioral trends that may require action

Minimum Qualifications

- Holder of Bachelor Degree in one of the following fields; Psychology, Educational Psychology, Guidance and Counselling, Social Work or equivalent from a recognized institution

General Conditions to Interested Applicants

- All applicants must be citizens of Tanzania
- Applicants must attach up-to-date Curriculum Vitae (CV) bearing reliable contacts, postal address, email address and accessible, reliable mobile phone numbers and three reputable referees.
- All applications must be attached with relevant copies of academic certificates & transcripts – Form IV & VI certificates,
- Birth certificate, Form IV result slips, partial testimonials or partial result slips are strictly not accepted
- Certificates from foreign examination bodies and universities should have been authenticated by The National Examination Council of Tanzania (NECTA) and TCU
- All attachment should be in one PDF document.
- Only shortlisted applicants will be informed on the date for interview
- Application letters and documents should be sent through email.

All applications should be directed to:

**RECTOR
INSTITUTE OF ACCOUNTANCY ARUSHA
P. O. BOX 2798
ARUSHA.**

Through email: recruitment@iaa.ac.tz

Deadline for applications is 03rd October, 2024 at 04:00 pm

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