

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/A/159**

**9<sup>th</sup>September, 2022**

**VACANCY ANNOUNCEMENT**

**1.0 BACKGROUND INFORMATION**

On behalf of The Institute of Accountancy Arusha (IAA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill one **(01)** vacant post mentioned below;

**2.0 THE INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)**

The Institute of Accountancy Arusha (IAA) is a parastatal academic institution offering undergraduate and postgraduate training courses. It is established by the Institute of Accountancy Act No.1 of 1990 (Cap 240 RE: 2002) and is located at Njiro Hill, seven kilometers Southern-East of Arusha City. The Institute has three working campuses of Dar es Salaam, Babati and Dodoma. It is underway to establish the fourth campus in Songea.

<b>POST</b>	<b>RECTOR</b>
<b>EMPLOYER</b>	<b>THE INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)</b>
<b>REPORTS TO</b>	<b>IAA MAIN CAMPUS ARUSHA</b>
<b>SUPERVISES</b>	<b>THE CHIEF ADMINISTRATIVE AND ACADEMIC OFFICER OF THE INSTITUTE</b>

<b>Title of position: No.01/2022</b>	<b>Rector</b>
<b>Work Station</b>	<b>IAA Main Campus (Arusha)</b>
<b>Scope of the Position and its Expected Outputs:</b>	According to IAA Act of 1990 (Cap 240 R.E.2002) Clause 9 (2) (a – d) the Rector shall be the Chief Administrative and Academic Officer of the Institute and shall be responsible to the Governing Council.
<b>Specific Skills</b>	<p>The Rector must have proven experience to develop and coordinate the implementation of academic vision for an institution of higher learning coupled with possession of ability to influence, persuade, build coalitions, networks and ability to do the following:</p> <ol style="list-style-type: none"> <li>i. To stimulate and encourage new ideas and development through motivation and support of staff and students.</li> <li>ii. To possess and exercise rich skills in designing and developing market-pace curriculums for academic functions</li> <li>iii. To exercise expertise in designing and implementing corporate strategic plans.</li> <li>iv. To initiate and establish foreign (abroad) campuses.</li> <li>v. To initiate and manage construction projects related to campus expansion.</li> <li>vi. Capability to position IAA competitively in global arena.</li> <li>vii. Capability to enhance IAA revenue for growth and sustainability</li> <li>viii. Business continuity mind-set person.</li> </ol>
<b>Position Relationships:</b>	<ol style="list-style-type: none"> <li>i. Reports to the Governing Council</li> <li>ii. Supervises Deputy Rectors, Directors, Heads of Departments, Units and Managers</li> </ol>

<p><b>Key duties and responsibilities:</b></p>	<p>He/she shall:</p> <ol style="list-style-type: none"> <li>i. Be the Accounting Officer and spokesperson of the Institute.</li> <li>ii. Facilitate learning (by teaching) of academic programmes at the institute.</li> <li>iii. Be the Principal Academic and Administrative Officer of the Institute and Secretary to the Governing Council.</li> <li>iv. Be responsible to the Governing Council for the implementation of the decisions of the Council.</li> <li>v. Oversee the enforcement of by laws and regulations made by the Council.</li> <li>vi. Be responsible for formulation and implementation of policies to enhance the academic excellence of the Institute.</li> <li>vii. Promote good relations with the Government and other organizations.</li> <li>viii. Be responsible for promoting efficiency in the academic activities related to training, research and consultancy.</li> <li>ix. Oversee the enforcement of bylaws and regulations made by the Government and Regulatory Bodies</li> </ol>
<p><b>Qualifications and Experience:</b></p>	<p><b>The holder of this position must have the following:</b></p> <ol style="list-style-type: none"> <li>i. Professor or Associate professor in the areas of Accountancy, Economics, IT, Business Management, Banking, Insurance, Tax, or any related areas.</li> <li>ii. Senior Lecturer who is a PhD holder and have a higher academic standing to be promoted to Associate Professor.</li> </ol>

	<ul style="list-style-type: none"> <li>iii. Outstanding management experience in academic and administrative of at least seven years in a reputable institution.</li> <li>iv. Proven ability to develop and coordinate the implementation of academic vision for the Institute of Accountancy Arusha.</li> <li>v. Ability to influence, persuade, build coalitions, networks and ability to stimulate and encourage new ideas and development through motivation and support of staff and students.</li> </ul>
<p><b>Mode of Application/ General condition</b></p>	<ul style="list-style-type: none"> <li>i. Process your signed application letter in handwritten or typed form</li> <li>ii. Attach all your credentials, updated CV, academic certificates and birth certificate</li> <li>iii. An applicant must be a Tanzanian citizen with an <b>age not more than Fifty -Five (55) years.</b></li> <li>iv. An applicant employed in the Public service should route his/her application letter through his/her respective employer</li> <li>v. Certificates from foreign Universities should be verified by TCU</li> <li>vi. The advert lasts for 21 days only from the date of advertisement. Please deliver your application before deadline.</li> </ul>

### 3.0 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;
- iii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates: -  Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
  - Postgraduate/Degree/Advanced Diploma/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.
- vi. Attaching copies of the following certificates is strictly not accepted: -  Form IV and form VI results slips.
  - Testimonials and all Partial transcripts.
- vii. An applicant must upload a recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his/her respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National

Council for Technical Education (NACTE); xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat,

**P.O. Box 2320, Utumishi Building-University of Dodoma and Dr. Asha Rose  
Migiro Buildings – Dodoma; xiv.**

Deadline for application is **28<sup>th</sup> September,**  
**2022;**

- xv. Only shortlisted candidates will be informed the date of interview; and
- xvi. Presentation of forged certificates and other information will necessitate legal action;

***NOTE: All applications must be sent through Recruitment Portal by using  
the following address; <http://portal.ajira.go.tz/>and not otherwise (This  
address can also be found at PSRS Website, Click '**Recruitment Portal**')***

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**