

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Kumb.Na.JA.9/259/01/A/218

07th February, 2023

On behalf of The Institute of Finance Management (IFM) Public Service Recruitment Secretariat invites qualified Tanzanians to fill six (6) vacant posts as mentioned below.

1.0 The Institute of Finance Management is a Public Higher Learning Institution established by Act No. 3 of 1972 to provide training, research and consultancy services in the fields of banking, insurance, social protection, taxation, accountancy and related disciplines.

1.1 ASSISTANT LECTURER_– IN ACCOUNTING, (1 POST MWANZA)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- iv. To supervise students projects

1.1.2 QUALIFICATION AND EXPERIENCES

Holder of Master Degree in either Accounting, Accounting and Finance, Finance and Investment, Masters in Finance, Accounting and Information Management

System, Bachelor Degree in Accountancy, Commerce in Accounting, or Advanced Diploma in Accounting or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

1.1.3 RENUMIRATION

This position holds salary scale of PHTS 2

1.2 ASSISTANT LECTURER – IN BANKING, 3 POSTS, (2 POST DAR ES SALAAM), (1 POST MWANZA)

1.2.1 DUTIES AND RESPONSIBILITIES

- ii. To conduct lectures, research and tutorial seminars;
- v. To prepare case studies;
- vi. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- vii. To supervise students projects

1.2.2 QUALIFICATION AND EXPERIENCES

Holder of Master Degree in either Banking and Finance, Banking and Information System, Money, Banking and Finance, Finance and Investment, Bachelor Degree in Banking and Finance or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

1.2.3 RENUMIRATION

This position holds salary scale of PHTS 2

1.3 ASSISTANT LECTURER – IN PROGRAMMING, 1 POST (DAR ES SALAAM)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- iv. To supervise students projects

1.3.2 QUALIFICATION AND EXPERIENCES

Holder of Master Degree in either Computer science/information Technology, Mathematics, statistics, Electronic Engineering and Bachelor Degree in Computer Science/Information Technology, Advanced Diploma in Computer Science /Information Technology (specialized in Programming) or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

1.3.3 RENUMIRATION

This position holds salary scale of PHTS 2

1.4 ASSISTANT LECTURER – IN ACTUARIAL STUDIES/SCIENCE, 1 POST (DAR ES SALAAM)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- iv. To supervise students projects

1.4.2 QUALIFICATION AND EXPERIENCES

Holder of Masters in either Actuarial Science/ Studies, Finance, Investment and Financial Management. Bachelor degree in Actuarial Science/ Studies or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

1.4.3 RENUMERATION

This position holds salary scale of PHTS 2

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- 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 recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. 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, University of Dodoma, Utumishi/Asha Rose Migiro Buildings Dodoma.**
- xv. Deadline for application is **19th February, 2023**;
- xvi. Only short listed candidates will be informed on a date for interview and;
- xvii. Presentation of forged certificates and other information will necessitate to 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 also can be found at PSRS Website, Click 'Recruitment Portal')*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**