

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/A/221**

**09<sup>th</sup> February, 2023**

**VACANCY ANNOUNCEMENT (RE-ADVERTISEMENT)**

On behalf of The Institute of Accountancy Arusha (IAA) and The Institute of Rural Development Planning (IRDP) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **sixteen (16)** vacant posts mentioned below;

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

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 Act No.1 of 1990 and is located at Njiro Hill, seven kilometers Southern-East of Arusha City.

**1.1 TUTORIAL ASSISTANT- BANKING (5 POSTS)**

**1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 for (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for Tutorial exercises;
- iv. To assist in conducting research under close supervision; and
- v. To carry out consultancy and community service under close supervision.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Banking with GPA 3.5 from a recognized institution.

### **1.1.3 REMUNERATION**

Offered according to IAA scheme of service

## **1.2 TUTORIAL ASSISTANT- INSURANCE (5 POSTS)**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 6 for (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for Tutorial exercises;
- iv. To assist in conducting research under close supervision; and
- v. To carry out consultancy and community service under close supervision.

### **1.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Insurance with GPA 3.5 from a recognized institution.

### **1.2.3 REMUNERATION**

Offered according to IAA scheme of service

## **1.3 ASSISTANT LECTURER – RECORDS, ARCHIVES AND INFORMATION MANAGEMENT - 2 POSTS**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA Level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise student's projects;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as assigned by supervisor.

### **1.3.2 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor and Master Degree in Records, Archives and Information Management with minimum GPA 3.5 respectively in the stated discipline.

### **1.3.3 REMUNERATION**

In accordance with IAA scheme of service.

## **2.0 THE INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)**

The Institute of Rural Development Planning was established by the Act No. 8 of 1980 for the purpose of promoting social and economic development in the United Republic of Tanzania, particularly in the rural areas, charged with duty of training manpower in practical skills of development planning, conducting research and providing advisory and consultancy services.

### **2.1 ASSISTANT LECTURER (LAND MANAGEMENT AND VALUATION) – 1 POST**

#### **2.1.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

#### **2.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Land Management and Valuation. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree. 1.0.24

#### **REMUNERATION: PHTS 2.1**

### **2.2 ASSISTANT LECTURER (REGIONAL PLANNING) – 2 POSTS**

#### **2.2.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;

- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

### **2.2.2 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Regional Development Planning.  
The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

### **2.2.3 REMUNERATION: PHTS 2.1**

### **2.2.4 ASSISTANT LECTURER (PROJECT PLANNING) – 1 POST**

#### **2.2.5 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and vii. To perform any other duties as assigned by supervisor.

### **2.2.6 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree and Bachelor Degree in Project Planning and Management. The candidate must have a GPA of at least 3.5 out of 5 in Bachelor Degree.

### **2.2.7 REMUNERATION: PHTS 2.1**

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania 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 clearly 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;
- v. Attaching copies of the following certificates is strictly not accepted:-
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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); xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xii. 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 at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**

- xiv. Deadline for application is **23<sup>rd</sup> February, 2023**;
- xv. Only short listed candidates will be informed on the date of interview and;
- xvi. 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**