

MINISTRY OF FINANCE AND ECONOMIC AFFAIRS

INSTITUTE OF ACCOUNTANCY ARUSHA

EMPLOYMENT OPPORTUNITIES

The Institute of Accountancy Arusha (IAA) is an Institution under the Ministry of Finance and Economic Affairs which was established by Parliamentary Act No. 1 of 1990. As an Institution, The Institute of Accountancy Arusha is operating semi autonomously in providing education and training in the fields of Accountancy, Procurement and Logistics, Banking and Finance, Business Administration, Computer Science, Information Technology, Tax Administration and other business related disciplines.

The Institute of Accountancy Arusha for the past three years has been going through a major restructuring programme which is aimed at ensuring delivery of quality education and training.

IAA is registered and accredited with the National Accreditation Council for Technical Education (NACTE) since June 2004 as an Institute of Higher learning mandated to conduct training programmes in the fields mentioned above.

The Institute is inviting **qualified** and **competent** Tanzanians personnel to fill the following posts of Rector/Principal, Deputy Rector/Deputy Principal (Academic, Research and Consultancy), Deputy Rector/Deputy Principal (Planning, Finance and Administration) in its establishment.

(A) POST: RECTOR/PRINCIPAL

Qualifications Required

- (a) The prospective candidate must be a PhD holder and have a higher academic standing with credentials eligible for categorization as Associate Professor/Professor for higher learning technical institutions.
- (b) Holder of outstanding academic and administrative experience of at least seven years in a reputable institution and capability in the area of technical education and training in the fields related to the institution.
- (c) Proven ability to develop and coordinate the implementation of an academic vision for the Institute of Accountancy Arusha.
- (d) A candidate possessing 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.

Duties and Responsibilities

The Rector/Principal shall:

- (i) Be the accounting officer and spokesperson of the Institute.
- (ii) Facilitate learning (by teaching) of academic programmes in the institution.
- (iii) Be the principal academic and administrative officer of the IAA and Secretary to the Governing Council.
- (iv) Be responsible to the Governing Council for the implementation of the decisions of the Governing Council.

- (v) Oversee the enforcement of by laws and regulations made by the Governing Council.
- (vi) Be responsible for formulation and implementation of policies to enhance the academic excellence of the IAA.
- (vii) Promote good relations with the Government and other organizations.
- (viii) Be responsible for promoting efficiency in the academic activities related to training, research and consultancy.
- (ix) Oversee the enforcement of by laws and regulations made by the Government and Regulatory Boardies

Tenure of Office

The Rector/Principal of the IAA shall hold office for a term of five years and may be re-appointed consecutively for one more term of five years.

Remuneration

Attractive salary and incentive package

(B) POST: Deputy Rector/Deputy Principal (Academic, Research and Consultancy)

Appointment:

Deputy Rector/Deputy Principal (Academic, Research and Consultancy) shall be appointed by the Governing Council.

Qualifications Required

Deputy Rector/Deputy Principal (Academic, Research and Consultancy) shall:

- (a) The prospective candidate must be a PhD holder and have a higher academic standing (Senior Lecturer) with credentials for categorization as Associate Professor for higher learning institution.
- (b) A candidate with outstanding academic and administrative experience of at least five years in a reputable institution and capability in the area of Technical education and training in the fields related to the Institution

Duties and Responsibilities

Deputy Rector/Deputy Principal (Academic, Research and Consultancy) shall:

- (i) Be responsible to the Rector/Principal in respect of such matters of technical education administration and delivery.
- (ii) Facilitate learning (by teaching) of academic programmes in the institution.
- (iii) Be responsible for smooth running and development of academics in the institute.
- (iv) Advise on all matters pertaining to Academics Management, quality, control and assurance.
- (v) Evaluate current progress of academics in the institute and recommending future programmes.
- (vi) Prepare and recommend appropriate budgets for the Academic Directorate.
- (vii) Oversee research and consultancy activities of the institute.
- (viii) Coordinate the development and establishment of academic programmes and management of academic resources

- (x) Deputize for the Rector/Principal during the Rector's/Principal's absence from office.
- (x) Perform any other duties which the Rector/Principal may assign.

Tenure of Office

Deputy Rector/Deputy Principal (Academic, Research and Consultancy) of IAA shall hold office for a term of four years and may be re-appointed consecutively for one more term of four years.

Remuneration

Attractive salary and incentive package.

(C) POST: Deputy Rector/Deputy Principal (Planning, Finance and Administration)

Appointment

Deputy Rector/Deputy Principal (Planning, Finance and Administration) shall be appointed by the Governing Council.

Qualifications Required

Deputy Rector/Deputy Principal (Planning, Finance and Administration) shall:

- (a) The prospective candidate must be a PhD and have a higher academic standing (Senior Lecturer) preferably in the fields related to the institution and be eligible for registration as technical teacher.
- (b) A candidate with outstanding academic and administrative experience of at least five years in a reputable institution and capability in the area of

Technical education and training in the fields related to the Institution.

Duties and Responsibilities

Deputy Rector/Deputy Principal (Planning, Finance and Administration) shall:

- (i) Head directorate of Planning, Finance and Administration.
- (ii) Supervise and maintain acceptable standards of discipline of staff accordingly.
- (iii) Facilitate learning (by teaching) of academic programmes in the institution.
- (iv) Be the recorder to the Governing Council meetings.
- (v) Be responsible to Rector/Principal for the general administration and personnel management of the institute.
- (vi) Advice to the Rector/Principal on all administrative, legal, personnel and financial matters.
- (vii) Be responsible for formulating accounting policies and procedures of the institute.
- (viii) Prepare and submit budgets, and Financial Statements; Plan, direct, organize, monitor and control the recruitment, deployment and development of all staff in the institute.
- (ix) Perform any other duties which the Rector/Principal may assign.

Tenure of Office

A Deputy Rector/Deputy Principal (Planning, Finance and Administration of IAA shall hold office for a term of four years and may be re-appointed consecutively for one more term of four years.

Remuneration

Attractive salary and incentive package

Mode of Application

Applications should be accompanied with:

- A well-typed CV
- Copies of relevant testimonial certificates
- Names of three (3) referees
- Contact address (Postal Address, Telephone and Fax)
- Application through email will not be considered
- Submission of applications should be by Post or physical delivery.

All applications should be addressed to the below address. Only short listed candidates will be contacted.

**THE CHAIRPERSON OF THE GOVERNING COUNCIL
INSTITUTE OF ACCOUNTANCY ARUSHA
C/O MINISTRY OF FINANCE AND ECONOMIC AFFAIRS
P.O. BOX 9111
DAR ES SALAAM**

TEL: +255 22 ...2123905.....

FAX: +255 22 2123982.....

DEADLINE: The deadline for submission of applications is on **20th November, 2009**