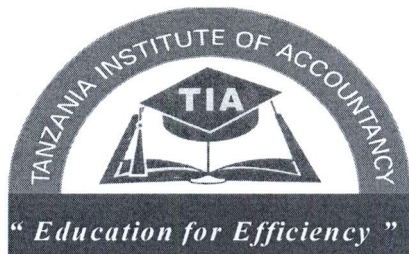


MINISTRY OF FINANCE AND PLANNING



TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

EMPLOYMENT OPPORTUNITIES

The **Tanzania Institute of Accountancy (TIA)** is an Executive Agency under the Ministry of Finance and Planning which was established on 1st July, 2002 by the Government Notice No. 489 of 1st November, 2001 and officially launched on 24th January, 2002 as per Act No. 30 of 1997.

As an **Executive Agency**, TIA is operating 'semi' **autonomously** and **commercially** in providing quality education in the field of **Accountancy, Procurement & Supplies** and other **Business related disciplines** so as to become a self-sustainable Institute. TIA is **accredited by NACTE** as an Institute of Higher Learning Education.

The Institute is looking for qualified and dedicated personnel to fill the post of Tutorial Assistants on contract basis. The table below provides details on a particular fields/ professionals one should apply against.

No	SUBJECTS	NUMBER OF POST PER FIELD	CAMPUS/ WORK STATIONS
1	Accounts and Finance	7	Dsm, Mbeya, Singida, Kigoma, Mwanza & Mtwara
2	Procurement and Logistics	5	Dsm , Kigoma & Mbeya
3	Business Administration	4	Singida & Dsm
4	Marketing	6	Mbeya & Dsm
5	Law	3	Mbeya & Mtwara
6	Information Technology	2	Kigoma & Mbeya
7	Human Resource Management	3	Dsm, Singida & Kigoma
8	Mathematics	3	Singida, Kigoma & Mtwara
9	Economics	3	Mbeya & Kigoma
10	Development Studies	3	Singida , Dsm & Mbeya

Required Qualifications to all subjects:

Holder of Bachelor Degree in Accountancy, Finance, Procurement and Logistics Management, Business Administration, Marketing and Public Relations, Law, Computer

Science, Information Technology, Communication Skills, Mathematics, Agricultural Economics, Economics, or any other related qualifications from recognized Institutions that suit to TIA with a GPA of at least 3.5.

Duties and Responsibilities

The Tutorial Assistant is charged with the following duties and responsibilities:

- i. Assist in conducting tutorial and practical exercises for students in the department under close supervision;
- ii. Prepares material for practical and tutorial exercises;
- iii. This position is mostly for new recruits who are in a training situation thus their duties are mainly concerned with;
- iv. Assists in teaching, research and consultancy Projects;
- v. Undertakes tutorials;
- vi. Understudy senior members to acquire skills in training, research and consultancy.
- vii. Performing any other related duties as may be assigned by supervisor

Salary

PHTS 1/1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 35 years of age;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; Postal address/post code, e-mail and telephone numbers;
- iii. Applicants must attach their certified copies of Academic certificates, including
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate.
- iv. Applicants should indicate three reputable referees with their reliable contacts;
- v. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- vi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- vii. A signed application letter should be written in English and Addressed to:

Chief Executive Officer, Tanzania Institute of Accountancy, P.O. Box 9522 Dar es Salaam.

- viii. Deadline for application is **29th November, 2019** and;
- ix. Only short listed candidates will be informed the date for interview through TIA Website;
- x. Presentation of forged certificates and other information will necessitate to legal