



# **TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)**

## **INTERNAL ADVERTISEMENT FOR CONTRACT EMPLOYMENT**

Tanzania Institute of Accountancy (TIA) is looking for **qualified** and **dedicated** staff to fill the following posts on the basis of one-year contract.

### **1. Plumber (3 Posts – Dar-es-Salaam, Mtwara & Singida Campuses)**

#### **Entry Qualifications:**

Holder of Full Technician Certificate (FTC) majoring in Plumbing, Masonry or Civil Works from recognized training institution or VETA Vocational Certificate Grade I OR II in Plumbing and Pipes Fitting.

#### **Duties:**

- i. Identifying and carrying out routine, periodical and preventive maintenance on plumbing works and other small civil works;
- ii. Helping main technician in identifying requirements for tools, equipment for various maintenance works;
- iii. Assisting main Technician in dealing with water utilities companies for bills and usage;
- iv. Maintaining water facilities in accordance with set standards, regulations, economy and safety;
- v. Carrying out installation of water facilities whenever required.

### **2. Electrical Technician (1 Post - Zanzibar Campus)**

#### **Entry Qualifications:**

Holder of Full Technician Certificate (FTC) majoring in Electricity or Electrical Installation, from recognized training institution or VETA Vocational Certificate Grade I OR II in Electrical installation.

**Duties:**

- i. To identify and carry out routine, periodical and preventive maintenance on electrical power supply systems;
- ii. To identify and plan requirements of tools, equipment and plants for power supply of the Institute;
- iii. To advice on the economic use and safety of power;
- iv. To liaise with electricity utilities companies for bills and usage;
- v. To maintain that provision of additional facilities are in accordance with set standards, regulations, economy and safety;
- vi. To carry out installation of power supply facilities whenever required;
- vii. To perform any other related duties as may be assigned by Supervisor;
- viii. Supporting teaching staff during class sessions on all matters relating to Public Addressing systems and visual aids.
- ix. Ensure safety and Maintenance of the PA systems.
- x. To identify and carry out routine, periodical and preventive maintenance on Office machines and equipment and other small office devices;
- xi. To identify and plan requirements of tools, equipment for the repair of office machines;

**3. Public Addressing System Technicians (6 Posts -Dar-es-Salaam Campus)****Entry Qualifications:**

Holder of Bachelor degree or Diploma in IT, Computer Science, or Computer Engineering from recognized training institution or VETA Vocational Certificate Grade I OR II in Electronics or Office Machines Maintenance.

**Duties:**

- i. Supporting teaching staff during class sessions on all matters relating to Public Addressing systems and visual aids.
- ii. Ensure safety and Maintenance of the PA systems.
- iii. Managing all Thin Client and Computer facilities management, software installation, Application Software and Backup Management.



- iv. Providing day to day support to Computer User, troubleshooting institution computer problems, support to computer user to prepare standard documentation or presentation.
- v. Installing new Printers, Computer, Photocopiers, Scanner and all other ICT related equipment.
- vi. To identify and carry out routine, periodical and preventive maintenance on Office machines and equipment and other small office devices;
- vii. To identify and plan requirements of tools, equipment for the repair of office machines;
- viii. To liaise with electrical technician on all issues of electricity supply relating to office equipment and machines;
- ix. To carry out installation of Office machine and equipment whenever required;

#### **4. Air conditioning Technician (1 Post - Dar-es-Salaam Campus)**

##### **Entry Qualifications:**

Holder of Full Technician Certificate (FTC) majoring in Electricity or Electrical Cooling systems Installation and maintenance, from recognized training institution or VETA Vocational Certificate Grade I OR II in Electrical installation or Cooling Systems maintenance.

##### **Duties:**

- i. To identify and carry out routine, periodical and preventive maintenance on Air Conditioners and other small office devices;
- ii. To identify and plan requirements of tools, equipment for the repair of Air Conditioners;
- iii. To advice on the economic use of Air Conditioners;
- iv. To liaise with electrical technician on all issues of electricity supply relating to Air Conditioners;
- v. To maintain that provision of additional facilities are in accordance with set standards, regulations, economy and safety;
- vi. To carry out installation of Air Conditioners and other equipment whenever required;

**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. Applicants must attach their certified certificates
- iv. An applicant should indicate three reputable referees with their reliable contacts;
- v. Deadline for application is 2<sup>nd</sup> November, 2023;
- vi. Only short-listed candidates will be contacted.
- vii. A signed application letter should be written either in Swahili or English and Addressed to

**CHIEF EXECUTIVE OFFICER,  
TANZANIA INSTITUTE OF ACCOUNTANCY,  
P.O.BOX 9522,  
DAR ES SALAAM,  
TEL +255 22 2851035/6  
FAX +255 22 2851038**

**NOTE:** Applicants tendering fake or forged certificates and other related documents will not be considered with possibility of prosecution.

**Released by:**

**CHIEF EXECUTIVE OFFICER  
TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)  
26<sup>th</sup> OCTOBER 2023**

**AFISA MTENDAJI MKUU  
TAASISI YA UHASIBU TANZANIA**