



RE ADVERTISED JOB OPPORTUNITIES

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.

Vision Statement

To be an exemplary center of excellence in modern business management training, research and consultancy services.

Mission Statement

To provide high quality, competence-based training and offer research and consultancy services through applied technology.

The Institute of Accountancy Arusha hereby invites applicants who are competent and qualified to apply for the following positions:-

1. RECORD MANAGEMENT ASSISTANT II 05 POST (ARUSHA,BABATI, DAR ES SALAAM &DODOMA)

Duties and Responsibilities

1. To prepare file Index/Register;
2. To maintain records / documents in the registry;
3. To file, dispatch and cross check correspondences
4. To maintain diary and records for files movements;
5. To check and cross check mails, claims and returns
6. To receive previews, record and facilitate filing and distribute
7. To receive and register incoming/outgoing mails.

Minimum Qualifications

1. Must hold a Diploma in Record Management from Public Service College or any other related fields from any recognized Collage/Institution;
2. Must be conversant with Microsoft projects for programming;
3. Knowledge of Record Management guideline and implementation is desirable;

Working Experience

1. Must have proven evidence of work experience in Managing Records at any Institution or Company;
2. At least two (01) year experience in Record Managing;

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



+255 27 2970232
+255 763 462109



iaa@iaa.ac.tz
www.iaa.ac.tz



P.O. Box 2798, Njiro Hill,
Arusha, Tanzania



Nature of Employment – Contract

Remuneration

Remuneration Attractive package in accordance with IAA salary structure.

General Conditions to Interested Applicants

- All applicants must be citizens of Tanzania
- Applicants must attach up-to-date Curriculum Vitae (CV) bearing reliable contacts, postal address, email address and accessible, reliable mobile phone numbers and three reputable referees
- All applications must be attached with relevant copies of academic certificates & transcripts – Form IV & VI certificates,
- Birth certificate iv. Form IV result slips, partial testimonials or partial result slips are strictly not accepted
- Certificates from foreign examination bodies and universities should have been authenticated by The National Examination Council of Tanzania (NECTA)
- **All attachment should be in one PDF document.**
- Only shortlisted applicants will be informed on the date for interview
- Application letters should be in English.
- Application letters and documents should be sent through Email.
- Applicants are advised to apply for the post according to the specific **region** advertised.

All applications should be directed to:

RECTOR
INSTITUTE OF ACCOUNTANCY ARUSHA
P. O. BOX 2798
ARUSHA.

Through email: recruitment@iaa.ac.tz

Deadline for applications is 13th October, 2023 at 04:00 pm

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