



## JOB OPPORTUNITIES

The Institute of Accountancy Arusha is a parastatal academic institution offering Undergraduate and Postgraduate training programs. 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 is inviting competent and qualified applicants to apply for the following positions at Arusha and Babati Campus:

### **1. PROJECT MANAGER – 2 POSTS (1 Arusha and 1 Babati)**

#### **Duties and Responsibilities**

- Shall be the project manager of construction related works
- Issue performance and completion certificates in collaboration with implementation team
- Organize site meetings and prepare report
- Prepare schedule of materials
- Work with PMU and ensure timely delivery of material and labor
- Report to managements on construction matters
- Minimize construction cost and ensure value for money is attained all the time of the project
- Manage technical team and other implementing team members
- Ensure high level of compliance, work closely with government agencies and other stakeholders
- Manage BOQ and other necessary documents related to construction
- Prepare budget related to construction
- Work within force account guideline for project implementation
- Experience in preparing technical documents for procurement solicitations as per Engineering Section requirements.
- Prepare structural calculations and specifications for above ground and undergrounds structure in reinforced concrete, steel, wood, masonry, and stone.
- Analyzes project proposals to ensure technical feasibility and to ensure that project objectives are attainable within prescribed resources.
- Implement construction project using force account

ALL COMMUNICATION TO BE ADDRESSED TO THE RECTOR



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+255 763 462109



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



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



## Minimum Qualifications

- Must hold a Bachelor degree in Architect, Quantity Survey or Engineering from any recognized institution.
- Must be a professional registered Engineer by Engineering Registration Board.
- Project management skills and use of force account approach will give an added advantage.
- Must be conversant with Microsoft projects for programming.
- Master's degree and project management skills will be an added advantage.
- Knowledge of force account guideline and implementation is desirable.

## Working Experience

- Must have proven evidence of work experience in Construction industry;
- At least three (03) years' experience in a busy Civil Engineering firm;

## Nature of Employment – Contract

## 2. SITE ENGINEERS- 2 POSTS (1 Arusha and 1 Babati)

### Duties and Responsibilities

- Inspect facilities and analyze operational data
- Maintain compliance with safety and regulatory standards
- Compile estimates for technical and material requirements for project development
- Determine and present estimates of operational costs.
- Suggest process and technical design changes to improve performance and efficiency.
- Implement improvements to designs and processes.
- Test material and structural integrity.
- Research the environmental impact of projects.
- Incorporate eco-friendly and sustainable features into design plans.
- Compile and present reports explaining project details to non-technical stakeholders.
- Monitor project progress, compliance with design specifications and safety standards.
- Direct engineering activities; assign tasks, provide training and support.
- Create work schedules and adjust as needed to meet project deadlines.
- Collaborate with management to align activities with desired business outcomes.

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## Minimum Qualifications

- Bachelor's degree in civil or structural engineering, construction, building, or related field.
- State-issued certification or engineering license.
- Considerable experience in a similar position.
- In-depth knowledge of engineering, technology, building, construction, and design.
- Familiar with scientific analysis software as well as graphics and map creation software.
- Proven track record for managing personnel and material resources.
- Strong time management and project management skills.
- Ability to use the scientific process to solve problems.
- Dedication to learning new concepts and strategies.

## Working Experience

- Must have proven evidence of work experience in Construction industry;
- At least three (03) years' experience in a busy Civil Engineering firm;

## Nature of Employment – Contract

### 3. SERVICES ENGINEER- 1 POST Arusha

#### Duties and Responsibilities

- Performing regular inspections
- Designing, inspecting, maintaining and testing available systems.
- Developing maintenance strategies.
- Providing feedback to the design team to help improve the functionality and reliability of our products
- Ensuring all work is done in compliance with safety regulations.
- Repair, service and installation.
- Assessing and advising on the sustainability of systems.
- Giving presentations and writing reports highlighting the practical implications of an architect's designs.
- Creating in-depth technical reports
- Completing quality assurance and providing feedback to the team.
- Diagnosing and troubleshooting equipment as required.

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## Minimum Qualifications

- Bachelor's degree in engineering, construction, or similar.
- Experience in a similar role.
- Additional certificates or licenses may be required.
- Sound knowledge of Engineering, construction, and design.
- Great leadership and organizational skills.
- Ability to apply logical and critical thinking skills to projects.
- Great written and verbal communication skills.
- A willingness to learn.

## Working Experience

- Must have proven evidence of work experience in Construction industry;
- At least three (03) years' experience in a busy Civil Engineering firm;

## Nature of Employment – Contract

### 4. QUANTITY SURVEYOR – (1 POST Arusha)

#### Duties and Responsibilities

- Prepare BOQ and carry out an initial appraisal.
- Advice on the need for Contractors, sub-Contractors and Suppliers to design and execute part of the works to comply with the Client/Architect's requirements
- The Quantity Surveyor will prepare and furnish preliminary cost advice to the Client/Architect
- The Quantity Surveyor will assess and ascertain claims arising from the delays for extension of time.
- Produce periodic financial reports and other forecast related to constructions.
- Advice on contractual matters.
- Bring up to date the cost plans so as to establish proper cost control during execution of the works.
- Advise on the implications of any subsequent changes on cost of the project and on the overall program.
- Assess project variations and prepare progress report.
- Prepare production information incoming designs specification of materials and labour.
- Mathematics for calculating material quantities and construction costs
- Analytical thinking and problem-solving
- Supervise day to day activities/ works for the project under Force Account
- Prepare payment certificates to local fundi's for evaluated works by cooperating with project committee

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## Minimum Qualifications

- Holder of Bachelor degree in Civil Engineering,
- The applicant MUST be registered by relevant Professional Boards which is Architects and Quantity Surveyor Registration Board (AQRB) in his/her appropriate academic qualification

## Working Experience

- Must have proven evidence of work experience in Construction industry;
- At least three (03) years' experience in a busy Civil Engineering firm;

## Nature of Employment – Contract

### 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.
- 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) and TCU
- All attachment should be in one PDF document.
- Only shortlisted applicants will be informed on the date for interview.
- Application letters and documents should be sent through Email.
- All applicants are encouraged to apply according to their specific region

All applications should be directed to:

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

Through email: [recruitment@iaa.ac.tz](mailto:recruitment@iaa.ac.tz)  
Deadline for applications is 20<sup>th</sup> Mei, 2024 at 04:00 pm

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