

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Kumb.Na.JA.9/259/01/A/257

23rd March, 2023

On behalf of the Institute of Finance Management (IFM) Public Service Recruitment Secretariat invites qualified Tanzanians to fill three **(3)** vacant posts as mentioned below.

1.0 THE INSTITUTE OF FINANCE MANAGEMENT (IFM)

The Institute of Finance Management is a Public Higher Learning Institution established by Act No. 3 of 1972 to provide training, research and consultancy services in the fields of banking, insurance, social protection, taxation, accountancy and related disciplines.

1.1. TUTORIAL ASSISTANT – IN ACCOUNTING - 2 POSTS (MWANZA & DSM)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in teaching, research and consultancy projects;
- ii. To undertake tutorials;
- iii. To understudy senior members to acquire skills in training, research and consultancy; and
- iv. To perform any other duties assigned by supervisor.

1.1.2 QUALIFICATION AND EXPERIENCES

Holder of Certificate of Bachelor Degree in Accountancy, Advanced Diploma in Accounting or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees

1.1.3 RENUMERATION

This position holds salary scale of PHTS 1.

1.2. ASSISTANT LECTURER – INSURANCE AND RISK MANAGEMENT - 1 POST (DSM)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;
- v. To prepare case studies;
- vi. To work in cooperation with senior members of staff o specific projects such as research and consultancy; and
- vii. To supervise students projects.

1.2.2 QUALIFICATION AND EXPERIENCES

Holder of Holder of Certificate of Masters Degree in Insurance and Risk Management, Bachelor of Science in Risk Management or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

1.2.3 RENUMERATION

This position holds salary scale of PHTS 2

1.2 ASSISTANT LECTURER – IN PROGRAMMING, 1 POST (DAR ES SALAAM)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To conduct lectures, research and tutorial seminars;

- ii. To prepare case studies;
- iii. To work in cooperation with senior members of staff on specific projects such as research and consultancy; and
- iv. To supervise students projects

1.3.2 QUALIFICATION AND EXPERIENCES

Holder of Master Degree in either Computer science/information Technology, Mathematics, statistics, Electronic Engineering and Bachelor Degree in Computer Science/Information Technology, Advanced Diploma in Computer Science /Information Technology (specialized in Programming) or equivalent qualifications from recognized Institutions with a GPA of at least 3.5 at undergraduate level or B+ average for non-classified degrees and at least 3.8 at Master Degree or B+ average for non –classified degrees

1.3.3 RENUMERATION

This position holds salary scale of PHTS 2

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates:-
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - **Professional Registration and Training Certificates from respective**

Registration or Regulatory Bodies, (where applicable);

- Birth certificate;
- vi. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xv. Deadline for application is **5th April, 2023**;
- xvi. Only short listed candidates will be informed on a date for interview and;
- xvii. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**