

MINISTRY OF FINANCE AND PLANNING



TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

**TRAINING OPPORTUNITIES FOR 2017/2018 ACADEMIC
YEAR**

The Chief Executive Officer of Tanzania Institute of Accountancy (TIA) invites applications from qualified candidates who have **completed form four, form six or certificate courses** from NACTE recognized Institutions; also those with Advanced Diploma/Bachelor Degree to join the following Programmes for 2017/2018 Academic Year: -

1.0 Basic Technician Certificate Programmes (NTA Level 4): (One Academic Year/ Two Semesters)

- i. Basic Technician Certificate in Accountancy (BTCA) – **DAR ES SALAAM, MBEYA, SINGIDA, MTWARA, MWANZA & KIGOMA** (Full time and Evening)
- ii. Basic Technician Certificate in Procurement and Logistics Management (BTCPLM) - **DAR ES SALAAM, MBEYA, SINGIDA, MTWARA, MWANZA & KIGOMA** (Full time and Evening)
- iii. Basic Technician Certificate in Business Administration (BTCBA) – **DAR ES SALAAM, SINGIDA, MTWARA & KIGOMA** (Full time)
- iv. Basic Technician Certificate in Human Resource Management (BTCHRM) - **DAR ES SALAAM, SINGIDA, MTWARA & KIGOMA** (Full time)
- v. Basic Technician Certificate in Marketing and Public Relations (BTCMPR) **DAR ES SALAAM** (Full time) & **MBEYA** (Full time and Evening)
- vi. Basic Technician Certificate in Public Sector Accounting and Finance (BTCPSAF) **DAR ES SALAAM** (Full time) & **MBEYA** (Full time and Evening)

Minimum Entry Requirements:

- i. Four passes of grade “D” in relevant subjects excluding Religious subjects or above in the Ordinary Certificate of Secondary Education; **OR**
- ii. National Vocational Award LEVEL 2 accompanied with at least two passes at Ordinary Certificate of Secondary Education.

2.0 Diploma Programmes (NTA Level 5 & 6): (Two Academic Years / Four Semesters)

- i. Diploma in Accountancy (DA) - **DAR ES SALAAM, MBEYA, SINGIDA, MTWARA, MWANZA & KIGOMA** (Full time and Evening).
- ii. Diploma in Procurement & Logistics Management (DPLM) **DAR ES SALAAM, MBEYA, SINGIDA, MTWARA , MWANZA & KIGOMA** (Full time and Evening).
- iii. Diploma in Business Administration (DBA) – **DAR ES SALAAM** (Full time and Evening) **SINGIDA & MTWARA** (Full time).
- iv. Diploma in Human Resource Management (DHRM) - **DAR ES SALAAM** (Full time and Evening) **SINGIDA & MTWARA** (Full time).
- v. Diploma in Marketing and Public Relations (DMPR) **DAR ES SALAAM & MBEYA** (Full time and Evening).
- vi. Diploma in Public Sector Accounting and Finance (DPSAF) **DAR ES SALAAM & MBEYA** (Full time and Evening).

Minimum Entry Requirements:

- i. Basic Technician Certificate in related programmes. In addition candidate must have passed at least four subjects at Ordinary Certificate of Secondary Education. Certificates from other institutes will be evaluated by the Institute; OR
- ii. Advanced Certificate of Secondary Education with at least **one principal pass and one subsidiary** in relevant subjects excluding religious subjects; OR
- iii. National Vocational Awards (NVA) Level III. In addition candidate must have passed at least two subjects at Ordinary Certificate of Secondary Education.

3.0 Postgraduate Diploma Programmes: (One Academic Year / Two Semesters)

- i. Postgraduate Diploma in Accounting (PGDA) - **DAR ES SALAAM, MBEYA & MWANZA** (Full time and Evening).
- ii. Postgraduate Diploma in Procurement and Logistics Management (PGDPLM) - **DAR ES SALAAM, MBEYA & MWANZA** (Full time and Evening).

Minimum Entry Requirements:

- i. Bachelor or Advanced Diploma in Accountancy for PGDA; Or NBAA's CPA
- ii. Bachelor or Advanced Diploma in Procurement or any relevant Degree from a reputable Institution; or from a reputable Institution for PGDPLM; Or PSPTB's CPSP

MODE OF APPLICATION:

- ❖ **Application forms** are available in all TIA campuses: **DAR ES SALAAM, MBEYA, SINGIDA, MTWARA, MWANZA & KIGOMA**, or can be downloaded from TIA website: www.tia.ac.tz. Dully filled application forms should be submitted to any TIA Campus.
- ❖ Forms must be accompanied by evidence of payment of non-refundable fee of Twenty Thousand Shillings (TShs.20,000/=). Applicants should pay application form fee through NMB account numbers corresponding to the selected campus as indicated in the application form.
- ❖ All application forms must be attached with genuine photocopies of all academic certificates/results slips, transcripts/Statement of results, birth certificates or relevant certificates where applicable. **Candidates are warned not to attach forged certificates to support their applications.**
- ❖ Candidates should return to the undersigned, the Application Forms duly filled **not later than 20 August 2017**.
- ❖ Studies for Basic Technician Certificate and Diploma Programmes will begin in September 2017 whereby Bachelor Degree and Postgraduate Diploma Programmes will commence on October 2017.

******Bachelor degree application procedures will be communicated after receiving directives from TCU ******

All enquiries about admission should be addressed to

***THE CHIEF EXECUTIVE OFFICER,
TANZANIA INSTITUTE OF ACCOUNTANCY (TIA),
KURASINI AT THE JUNCTION OF KILWA/NELSON MANDELA ROAD,
P.O. BOX 9522, DAR ES SALAAM.
Telephone: +255 22 285 1035/6, +255 22 2850717;
Fax: +255 22 736 502630
Email: tia@tia.ac.tz
Website: www.tia.ac.tz***

OR

***THE CAMPUS MANAGER,
TIA MBEYA,
MWANJELWA AT THE JUNCTION OF ZAMBIA AND AIRPORT ROAD,
P.O. BOX 825, MBEYA.
Telephone: +255 25 2502276
+255 754 297 971/+255 754 301 861/+255 621 135 622
Fax: +255 25 2503057
Email: tiambeya@tia.ac.tz***

OR

**THE CAMPUS MANAGER,
TIA SINGIDA,
JUNCTION OF MWANZA/SEPUKA ROAD,
P.O. BOX 388, SINGIDA.
Telephone: +255 26 250 2125
 +255 754 486 044/+255 763 126 876
Fax: +255 26 2502844
Email: tiasingida@tia.ac.tz**

OR

**THE CAMPUS MANAGER,
TIA MTWARA,
AT THE SABASABA GROUNDS,
P.O. BOX 169, MTWARA.
Telephone: +255 23 2333948
 +255 754 619 019/+255 754 422 381
Fax: +255 23 2333948
Email: tiamtwara@tia.ac.tz**

OR

**THE CAMPUS MANAGER,
TIA MWANZA,
NYAKATO AREA ALONG MUSOMA ROAD
(NEAR BUZURUGA BUS STAND)
P.O. BOX 5247, MWANZA.
Telephone: +255 28 2570475
 +255 754 443 930/+255 767 418 241
Fax: +255 28 2570475
Email: tiamwanza@tia.ac.tz**

OR

**THE CAMPUS MANAGER,
TIA KIGOMA,
KIGOMA UJIJI AREA ALONG LUMUMBA ROAD
(TANZANIA RED CROSS BUILDING),
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