



TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

TRAINING OPPORTUNITIES FOR 2017/2018 ACADEMIC YEAR

The Chief Executive Officer of Tanzania Institute of Accountancy invites applications from qualified candidates to join **Basic Certificate , Diploma, Bachelor degree and Post Graduate diploma Programmes** for academic year 2017/2018.

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

Minimum entry requirements: Four passes of grade “D” in relevant subjects excluding Religious subjects or above in the Ordinary Certificate of Secondary Education.

OR 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) **MTWARA & SINGIDA** (Full time).
- (iv) Diploma in Human Resource Management (DHRM)- **DAR ES SALAAM** (Full time and Evening) **MTWARA & SINGIDA** (Full time) .
- (v) Diploma in Public Sector Accounting and Finance (DPSAF) **DAR ES SALAAM & MBEYA** (Full time and Evening).
- (vi) Diploma in Marketing and Public Relations (DMPR) **DAR ES SALAAM & MBEYA** (Full time and Evening).

Minimum entry requirements:

(i) Basic Technician Certificate in related programmes accompanied with at least four passes at Ordinary Certificate of Secondary Education . Certificates from other institutes will be evaluated by the institute

(ii) Advanced Certificate of Secondary Education with at least **one principal pass and one subsidiary** in relevant subjects excluding Religious

iii. National Vocational Awards (NVA) level iii accompanied with at least two passes at Ordinary Certificate of Secondary Education

3. Degree Programmes (Three academic years)

i. Bachelor of accountancy (Dar es Salaam, Mbeya, Singida &Mwanza)

ii Bacheor of Procurement and Logistics Management
(Dar es salaam, Mbeya, Singida &Mwanza)

iii. Bachelor of Business Administration (Dar es salaam& Singida)

iv .Bachelor of Human Resource Management(Dar es salaam& Singida)

v. Bachelor of Marketing and Public Relations (Dar es salaam &Mbeya)

vi. Bachelor of Public Sector Accounting and Finance Relations (Dar es salaam &Mbeya)

Minimum Entry Requirements

A. FORM SIX QUALIFICATIONS

- ✓ Two principal passes with total of 4.0 points from two subjects where A=5,B=4, C=3,D=2, E= 1 (For candidates who completed form six before2014 and from 2016 onwards)
- ✓ Two principal passes with a total of 4.0 points from two subjects where A=5, B+=4, B=3, C=2,D=1 (For candidates who completed form six in 2014 and 2015)

Form six applicants applying for Bachelor of Accountancy, Public Sector Accounting and Finance and Procurement and Logistics Management should have passed mathematics at either O-Level or A- Level.

B. EQUIVALENT QUALIFICATIONS

- ✓ Ordinary Diploma (NTA Level 6) with at least a GPA of 3.0,
- ✓ Average of B grade for Diploma in Teacher Education,
- ✓ Upper Second Class for classified non NTA diplomas,
- ✓ A Distinction for unclassified diplomas,
- ✓ Average of B grade for health related awards such as Clinical Medicine and
- ✓ Average of C for full Technician Certificate (FTC) where A=5, B=4,C=3 and D=2.

Additionally the above qualifications should be accompanied with at least four O-Level passes (Ds and above) or NVA LEVEL II/III with at least two passes at O-Level.

Relevance of equivalent qualifications will be evaluated by the institute.

Vii Recognition of Prior Learning (RPL) Qualification

B+ Grade where A=75-100,B+=65-74,B=50-64, 40-49,D=35-39, F=0-38

4. Post Graduate Programmes: (One academic year / two semesters)

- (i) Post graduate Diploma in Accounting (PGDA) - **DAR ES SALAAM, MBEYA&MWANZA** (Full time and Evening)
- (ii) Post graduate 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 Accounting or Procurement from any reputable institution
- OR**
- (ii) Intermediate stage of CPA/CPSP or NBAA's CPA or PSPTB's CPSP

MODE OF APPLICATION

Application forms are available in all TIA campuses or can be downloaded from www.tia.ac.tz. Dully filled application forms should be submitted to any of the following Campuses: **DAR ES SALAAM, MBEYA, SINGIDA, MTWARA, and MWANZA & KIGOMA**. Forms must be accompanied by evidence of payment of non refundable fee of Twenty Thousand Shillings (T.Shs.20, 000/=.) Applicants should pay application form fee through NMB account 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.

(iii) Candidates should return Application Forms duly filled not later than **20 August 2017** for certificate and diploma programmes and **30 August 2017** for Degree and Post Graduate Diploma Programmes.

Studies for Basic Technician Certificate and Diploma programmes will begin on **25th September 2017** whereby Bachelor degree and postgraduate programmes will commence on **30th October 2017**.

All enquiries about admission should be addressed to

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

**OR
THE CAMPUS MANAGER,
MBEYA CAMPUS,
MWANJELWA AT THE JUNCTION OF ZAMBIA AND AIRPORT
ROAD,**

**P.O. BOX 825,
MBEYA.
Telephone: +255 25 2502276 fax +255 25 2503057
Website: www.tia.ac.tz
Email: tiambeya@tia.ac.tz**

**OR
THE CAMPUS MANAGER,
AT THE JUNCTION OF MWANZA AND AIRPORT/SEPUKA
ROAD,**

**P.O. BOX 388,
SINGIDA.
Website: www.tia.ac.tz
Telephone: +255 26 250 2125 fax +255 26 2502844
Email: tiasingida@tia.ac.tz**

**OR
THE CAMPUS MANAGER,
AT THE SABA SABA GROUNDS,
P.O. BOX 169,
MTWARA,
Website: www.tia.ac.tz
Telephone/fax: +255 23 2333948
Email: tiamtwara@tia.ac.tz**

**OR
THE CAMPUS MANAGER,
MWANZA CAMPUS
LOCATED AT NYAKATO AREA ALONG MUSOMA ROAD
(NEAR BUZURUGA BUS STAND)
P.O. BOX 5247,
MWANZA,
Telephone/fax: +255 28 2570475
Website: www.tia.ac.tz
Email: tiamwanza@tia.ac.tz**

**OR
THE CAMPUS MANAGER,
KIGOMA CAMPUS,
LOCATED AT KIGOMA UJIJI AREA ALONG LUMUMBA ROAD-
TANZANIA
(RED CROSS BUILDING),
Website: www.tia.ac.tz**