



## **TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)**

### **CALL FOR APPLICATIONS TO VARIOUS ACADEMIC PROGRAMMES FOR THE ACADEMIC YEAR 2018/2019**

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 2018/2019.

#### **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:** At least four (4) passes (grade “D” or above) at certificate of secondary Education (CSEE) excluding religious subjects **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 Certificate of Secondary Education (CSEE) excluding religious subjects.
- (ii) Advanced Certificate of Secondary Education (ACSEE) with at least **one principal pass and one subsidiary** in relevant subjects excluding Religious subjects.
- (iii) National Vocational Awards (NVA) level 3 accompanied with at least two passes at Certificate of Secondary Education (CSEE) excluding Religious subjects

**3.0 . 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 before 2014 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. Religious subjects are not considered.

**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.

- ✓ Recognition of Prior Learning (RPL) Qualification -Where  
B+ Grade where A=75-100, B+=65-74, B=50-64, 40-49, D=35-39, F=0-38  
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. Religious subjects are not considered.

#### 4.0 Post Graduate Programmes: (One academic year / two semesters)

- (i) Post graduate Diploma in Accounting (PGDA) - DAR ES SALAAM&MBEYA (Evening)
- (ii) Post graduate Diploma in Procurement and logistics Management (PGDPLM) - DAR ES SALAAM& MBEYA (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

- (i) Applicants for all academic programmes should apply online through our online application system via TIA website [www.tia.ac.tz](http://www.tia.ac.tz). Applicants are advised to observe all the application steps and procedures as guided by the system. Control number will be generated automatically by the system to allow payment of **Tshs.10,000/=** application fee. Special help on completing applications will be provided for candidates who directly visit any of TIA campuses or call us through mobile contacts **0677 777 746 / 0625 777 744**
- (ii) Applicants for **Basic Technician Certificates and Diploma programmes can also apply** through filling and submitting dully completed application forms (**only those who are not capable to conduct on line application**). Application forms can be obtained at any TIA Campus or Website . Applicants who opt to use this method will be required to obtain a control number at any of TIA campuses or through special control number request interface provided in TIA website before paying application fee of **Tshs. 10,000/=**. After obtaining the control number, applicants can make payment through **NMB or CRDB banks OR** through mobile networks which includes M-Pesa, Tigo Pesa, Airtel Money, **Halo Pesa, TTCL Pesa and Ezy Pesa**. Evidence of bank pay slip should be attached to an application form **OR** mobile network transaction receipt and control number should be written on space provided at the top of an application form.

#### APPLICATION DEADLINES

- i. Deadline for receiving **certificate and diploma** applications is **8<sup>th</sup> September 2018**.
- ii. 1<sup>st</sup> round application deadline for **bachelor degree programmes** is **15<sup>th</sup> August, 2018**  
**2<sup>nd</sup> round Bachelor Application will be conducted from 3<sup>rd</sup> – 7<sup>th</sup> September 2018**  
**3<sup>rd</sup> round Bachelor Applications will be conducted from 19<sup>th</sup>-21<sup>st</sup> September 2018**

- iii. Deadline for receiving **Postgraduate Diploma** applications will be 30<sup>th</sup> September 2018

Registration of selected candidates for **Basic Technician Certificate and Diploma** programmes will start on 15<sup>th</sup> October 2018 whereby selected candidates for **Bachelor degree and Postgraduate Diploma** programmes will report for registration starting from 29<sup>th</sup> October 2018.

**FOR HELP OR ENQUIRIES CALL US THROUGH MOBILE NUMBERS: 0677 777 746 / 0625 777 744 OR YOU CAN CONTACT US THROUGH ONE OF THE FOLLOWING ADDRESSES**

**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](mailto:tia@tia.ac.tz)  
Website: [www.tia.ac.tz](http://www.tia.ac.tz)  
Email: [tia@tia.ac.tz](mailto:tia@tia.ac.tz)  
[admission@tia.ac.tz](mailto:admission@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](http://www.tia.ac.tz)  
Email: [tiambeya@tia.ac.tz](mailto: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](http://www.tia.ac.tz)  
Telephone: +255 26 250 2125 fax +255 26 2502844  
Email: [tiasingida@tia.ac.tz](mailto:tiasingida@tia.ac.tz)**

**OR**

**THE CAMPUS MANAGER,  
AT THE SABA SABA GROUNDS,  
P.O. BOX 169,  
MTWARA,  
Website: [www.tia.ac.tz](http://www.tia.ac.tz)  
Telephone/fax: +255 23 2333948  
Email: [tiamtwara@tia.ac.tz](mailto: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](http://www.tia.ac.tz)  
Email: [tiamwanza@tia.ac.tz](mailto: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](http://www.tia.ac.tz)**