



TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

CALL FOR APPLICATION INTO MARCH INTAKE 2019

The Chief Executive Officer of Tanzania Institute of Accountancy invites applications from qualified candidates to join **Basic Certificate and Diploma programmes** for March intake 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)**
- (ii) Basic Technician Certificate in Procurement and Logistics Management (BTCPLM) - **DAR ES SALAAM, MBEYA, SINGIDA, MTWARA, MWANZA & KIGOMA (Full time)**
- (iii) Basic Technician Certificate in Human Resource Management (BTCHRM) - **DAR ES SALAAM & KIGOMA (Full time)**
- (iv) Basic Technician Certificate in Business Administration (BTCBA) – **DAR ES SALAAM (Full time)**
- (v) Basic Technician Certificate in Public Sector Accounting and Finance (BTCPSAF) **DAR ES SALAAM & MBEYA (Full time)**
- (vi) Basic Technician Certificate in Marketing and Public Relations (BTCMPR) **DAR ES SALAAM & MBEYA (Full time)**

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)**.
- (ii) Diploma in Procurement & Logistics Management (DPLM) **DAR ES SALAAM, MBEYA, SINGIDA, MTWARA, MWANZA & KIGOMA (Full time)**.

- (iii) Diploma in Business Administration (DBA) – **DAR ES SALAAM & MTWARA (Full time)**.
- (iv) Diploma in Human Resource Management (DHRM)- **DAR ES SALAAM ,MTWARA & KIGOMA (Full time)** .
- (v) Diploma in Public Sector Accounting and Finance (DPSAF) **DAR ES SALAAM & MBEYA (Full time)**.
- (vi) Diploma in Marketing and Public Relations (DMPR) **DAR ES SALAAM & MBEYA (Full time)**.

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

MODE OF APPLICATION

- (i) Applicants for all academic programmes should apply online through our online application system via TIA website 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/ 0764777746**
- (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 by calling us through the mobile phone numbers provided 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 application fee payment should be attached to an application form. **Application forms which will be submitted without application fee payment will not be considered for selection.**

APPLICATION DEADLINES

Deadline for applying into advertised programmes is **20th February, 2019** and studies will begin in March 2018

FOR HELP OR ENQUIRIES CALL US THROUGH MOBILE NUMBERS: 0677 777 746 / 0625 777 744/ 0764 777746 OR YOU CAN CONTACT US THROUGH ONE OF THE FOLLOWING ADRESSES

**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
Website: www.tia.ac.tz
Email: tia@tia.ac.tz
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
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

OR

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