

# THE INSTITUTE OF FINANCE MANAGEMENT



## JOB VACANCIES

The Institute of Finance Management was 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.

The Institute of Finance Management (IFM) invites qualified Tanzanians to fill the following vacancies:

### **1.1 TUTORIAL ASSISTANT – 2 POSTS IN INSURANCE (MWANZA CENTRE)**

#### **1.1.2 DUTIES AND RESPONSIBILITIES**

- i. Assists in teaching, research, consultancy and project.
- ii. Undertake tutorials
- iii. Understudy senior members to acquire skills in training, research and consultancy.

#### **1.1.3 QUALIFICATION**

First degree or equivalent qualifications (honors) in Insurance in first or upper second class division of at least 3.8 GPA from recognized higher learning Institution.

#### **1.1.4 REMUNERATION**

This position holds salary scale of PHTS 1 and other fringe benefits as per Institute's incentive scheme

### **1.2 TUTORIAL ASSISTANT – 1 POSTS IN SOCIAL PROTECTION (MWANZA CENTRE)**

#### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. Assists in teaching, research, consultancy and project.
- ii. Undertake tutorials.
- iii. Understudy senior members to acquire skills in training, research and consultancy.

### **1.2.3 QUALIFICATION**

First degree or equivalent qualifications (honors) in Social Protection in first or upper second class division of at least 3.8 GPA from recognized higher learning Institutions.

### **1.2.4 REMUNERATION**

This position holds salary scale of PHTS 1 and other fringe benefits as per Institute's incentive scheme

## **1.3 ASSISTANT LECTURERS - 1 POST IN SOCIAL PROTECTION (MWANZA CENTRE)**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- (i) Conducts lectures, research, tutorial seminars ;
- (ii) Prepares case studies ;
- (iii) Works in cooperation with senior members of staff on specific projects such as research and consultancy;
- (iv) Supervises student's projects.

### **1.3.2 QUALIFICATIONS**

A Master's degree in relevant field of study from recognized higher learning institutions with first degree in Social protection or Sociology of Minimum GPA of 3.8.

### **1.3.3 REMUNERATION**

This position holds salary scale of PHTS 2 and other fringe benefits as per Institute's incentive scheme.

## **1.4 ASSISTANT LECTURERS - 1 POST IN BANKING (MWANZA CENTRE)**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- (i) Conducts lectures, research, tutorial seminars ;
- (ii) Prepares case studies ;
- (iii) Works in cooperation with senior members of staff on specific projects such as research and consultancy;
- (iv) Supervises student's projects.

### **1.4.2 QUALIFICATIONS**

A Master's degree in relevant field of study from recognized higher learning institutions with first degree in Banking and Finance of minimum GPA of 3.8.

### **1.4.3 REMUNERATION**

This position holds salary scale of PHTS 2 and other fringe benefits as per Institute's incentive scheme.

### **NB: GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania and not above 45 years old.
- ii. Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact postal address, e-mail address and telephone numbers.
- iii. Applicants should apply on the strength of the information given in this Advertisement.
- iv. **The title of the position applied for should be written in the subject of the application letter; short of which will make the application invalid.**
- v. **The title of the position applied for should be marked on the envelope; short of which will make the application invalid.**
- vi. Applicants must attach their detailed relevant certified copies of Academic certificates:

- Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
  - Form IV and Form VI National Examination Certificates.
  - Computer Certificate
  - Professional certificates from respective boards
  - One recent passport size picture and birth certificate.
- vii. FORM IV AND FORM VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED**
- viii. Testimonials, Partial transcripts and results slips will not be accepted.**
- ix. Presentation of forged academic certificates and other information in the CV will necessitate to legal action.**
- x. Applicants for senior positions currently employed in the public service should route their application letters through their respective employers.**
- xi. Applicants for entry levels currently employed in the Public Service should not apply, they have to adhere to Government Circular Na. CAC. 45/257/01/D/140 dated 30<sup>th</sup> November 2010.**
- xii. Applicants who have retired from the Public Service for whatever reason should not apply.**
- xiii. Applicants should indicate three reputable referees with their reliable contacts.**
- xiv. Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU).**
- xv. Dead line for application is 16<sup>th</sup> February, 2018 at 3:30 p.m.**
- xvi. Application letters should be written in English.**
- xvii. APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS. HAND DELIVERY IS NOT ACCEPTABLE:**

**Rector**

**Institute of Finance Management (IFM)**

**5 Shaaban Robert Street,**

**P. O. Box 3918,  
11101 DAR ES SALAAM.**