

INSTITUTE OF SOCIAL WORK



TRANSFER VACANCIES

1.0. INTRODUCTION

The Institute of Social Work (ISW) is a Public Higher Learning Institution accredited by the National Council for Technical Education and Vocational Education (NACTVET) and established by the National Social Welfare Training Institute Act. No. 26 of 1973 (as amended by the Miscellaneous Act. no. 3 of 2002). It offers academic programmes in the fields of Social Work (NTA Level 4 -9), Human Resource Management (NTA Level 4 – 8 and Postgraduate), Business Administration (NTA Level 4 – 8), Industrial Relations and Public Management (NTA levels 4 to 8 and Postgraduate), Community Work with Children and Youth (NTA level 4) and Psychology.

The Institute of Social Work has the following vacancies for which suitably qualified Public Servants who wish to be **transferred** to the Institute of Social Work Kijitonyama (Dar es Salaam) and Kisangara (Mwanga) Campuses are invited to apply.

2.0 POSITIONS

2.1. Estate Officer I - (1 post) Kijitonyama Campus

2.1.1 Qualifications and Experience

- Applicant for this position must possess a Bachelor Degree in Civil Engineering or equivalent qualification from reputable institution with working experience of at least four (4) years in related field.
- Must be registered as Professional Engineer with respective board.

2.1.2. Duties and Responsibilities

- To supervise maintenance of the Institute buildings and infrastructure;
- To participate in drawing up short and long term programs for general improvement of landscaping of the Institute buildings and environment;
- To examine bills of quantities;
- To prepare budget of maintenance work;
- To assist in innovative approaches to conditioning and upgrading the building and un-building environment;
- To assist in preparing work schedules; and
- To perform any other related duties as may be assigned by Immediate Supervisor.

2.1.3. Salary Scale: PGSS 8

2.2. Personal Secretary I (1 post) - Kisangara Campus

2.2.1. Qualifications and Experience

- Applicant for this position must be a holder of Form VI or Form IV Certificate of Secondary Education with passes in Kiswahili and English, plus Diploma in Office Management/Secretarial Studies (NTA 6) with 100 w.p.m. shorthand speed and 50 w.p.m. typing speed, tabulation and manuscript stage II, secretarial duties, office procedure stage II plus knowledge in computer from a recognized Institution with at least four (4) years of working experience in secretarial duties.

2.2.2. Duties and Responsibilities

- To receive telephone calls and take messages;
- To arrange and attends meeting where necessary and writes minutes;
- To type confidential matters, circulars certificates, charts;
- To co-ordinate all office needs and requirements;
- To handle travel arrangement for on duty Senior Officers and other members of the Unit/Department;
- To ensure that copies of letters are filed in relevant files;
- To ensure cleanliness of the office(s) she/he works and those of the officers he/she works with;
- To take proper care of facilities and equipment under her/his charge;
- To take charge of documents and files including classified materials;
- To supervise and mentors junior staff;
- To operate the office petty cash;

2.2.3. Salary Scale: PGSS 4

2.3 Senior Technician I (Electrician) 1 post - Kisangara Campus

2.3.1 Qualifications and Experience

- Applicant for this position must possess a Diploma (NTA level 6) or Full Technician Certificate (FTC) in one of the following field, Electrical, Electronics, or equivalent qualifications from a recognized institution with working experience of at least seven (7) years in related field.

2.3.2. Duties and Responsibilities

- To carry out operational repairs of machinery, facilities, buildings and infrastructure;
- To assist in operational repair of machinery, facilities, building and infrastructure;
- To guide junior staff in their jobs;
- To conduct on the job training for junior staff;
- To carry out minor maintenance and repairs; and
- To perform any other related duties as may be assigned by Immediate Supervisor.

2.3.3. Salary Scale: PGSS 7

2.4 Senior Accountant II – (1 post) Kijitonyama Campus

2.4.1 Qualifications and Experience

Applicants for this position must possess a Bachelor Degree or Advanced Diploma in one of the following fields; Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized Institutions plus either of CPA (T), ACCA, ACA, CIMA or equivalent professional qualification recognized by the NBAA with working experience of at least seven (7) years in related field.

2.4.2. Duties and Responsibilities

- i. To approve the payment in accordance with the Financial Rules and Regulations;
- ii. To respond to audit queries;
- iii. To prepare revenue and expenditures statements and reports;
- iv. To prepare reports of revenue and fee collection;
- v. To prepare and keep data on the Institute's asset and liabilities;
- vi. To prepare and keep reports of debtors and creditors;
- vii. To prepare estimates of revenue and expenditure(cash flow statements) for the respective Departments and Units; and
- viii. To perform any other related duties as may be assigned by Immediate Supervisor

2.4.3. Salary Scale: PGSS 9

2.5 Accounts Officer II - (1 post) Kisangara Campus

2.5.1 Qualifications and Experience

- Applicants for this position should possess a Bachelor Degree or Advanced Diploma in one of the following fields; Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized Institutions or Intermediate Certificate (Module D) offered by NBAA with working experience of at least four (3) years in related field.

2.5.2. Duties and Responsibilities

- i. To prepare various payment reports, schedules and lists of various expenditures;
- ii. To examine payments;
- iii. To maintain vote book and various registers such as debtors, imprest and creditors;
- iv. To serve as a cashier for both receiving and paying funds, issue receipts for funds received and obtain acknowledgement for funds paid;
- v. To deposit and withdraws funds from the Institute's bank accounts and prepare bank reconciliation statements;
- vi. To maintain ledger accounts, journal, cashbook and other accounting records and reconciles control accounts in the general ledger with subsidiary ledgers;
- vii. To prepare bills and other debt documents; and
- viii. To perform any other related duties as may be assigned by Immediate Supervisor.

2.5.3. Salary Scale: PGSS 7

2.6 Accountant II - (1 post) Kijitonyama Campus

2.6.1 Qualifications and Experience

- Applicants for this position must possess a Bachelor Degree or Advanced Diploma in one of the following fields; Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized Institutions plus either of CPA (T), ACCA, ACA, CIMA or equivalent professional qualification recognized by the NBAA

2.6.2. Duties and Responsibilities

- To prepare income and expenditure statements and related reports
- To receive the Institute's revenue and timely deposit the same into banks;
- To carry out reconciliations of Bank accounts and other related financial matters;
- To conduct inspection and pre-auditing of payments and vouchers; and
- To perform any other related duties as may be assigned by Immediate Supervisor.

2.6.3 Salary Scale: PGSS 7

2.7. Senior Internal Auditor Officer II (1 post) - Kijitonyama Campus

2.7.1 Qualifications and Experience

Applicants for this position must possess a Bachelor Degree or Advanced Diploma in one of the following fields; Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized institutions plus CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA with working experience of at least seven (7) years in related field.

2.7.2. Duties and Responsibilities

- To audit income and expenditure;
- To make a regular follow up on ensuring that the books of accounts are properly maintained as per public finance regulations, accounting manual as well as ISW financial regulation.
- To assist the preparation of the annual audit plan;
- To assist in the evaluation of work plan and recommend changes based on performance implementation report;
- To verify management response to CAG audit queries;
- To lead and supervise audit teams as per directives from the supervisor;
- To review audit queries and management letters from junior staff;
- To ensure audit queries and management letters are promptly addressed;
- To conduct fixed assets and stock verification survey and audit bank reconciliation statements;
- To audit and verify compliance in procurement procedures; and
- To perform any other related duties as may be assigned by Immediate Supervisor.

2.7.3. Salary Scale: PGSS 7

2.8 Planning Officer I - (1 post) Kijitonyama Campus

2.8.1 Qualifications and Experience

Applicants for this position must possess a Bachelor Degree in one of the following fields: Planning, Economics, and Economic Planning or equivalent qualification from recognized institution with experience of at least four (4) years in that field.

2.8.2 Duties and Responsibilities

- i. To participate in preparing budget and budget controls;
- ii. To handle correspondences and queries on planning and budgetary matters;
- iii. To prepare reports pertaining to implementation of planning and budgetary matters;
- iv. To deliver quality work that is timely, complete and accurate;
- v. To convert own mistakes into opportunities to learn and improve;
- vi. To consult with concerned stakeholders when faced with critical decisions having safety implications; and
- vii. To perform any other related duties as may be assigned by Immediate Supervisor.

2.8.3. Salary Scale: PGSS 7

2.9 Driver I – (1 post) Kisangara Campus

2.9.1 Qualifications and Experience

Applicants for this position must possess Form IV Certificate and a Class “C1 or E” Driving License and has attended Basic Driving Course offered by VETA or any recognized Institution. The candidate must have attained Trade Test Grade II Certificate in Motor Vehicle Driving, Motor Vehicle Mechanics or Auto Electrician or equivalent qualification with working experience of at least five (5) years in related field. The candidate must have attended Advanced Drivers Grade II – VIP course offered by National Institute of Transport (NIT).

2.9.2 Duties and Responsibilities

- i. To handle and drive the vehicle assigned;
- ii. To keep in good and safe working condition and identify any defects on vehicle and its accessories before and after making any trip;
- iii. To make regular inspection of vehicles;
- iv. To carry out minor repairs to the vehicle;
- v. To assist in collecting and dispatching mails;
- vi. To clean assigned vehicles; and
- vii. To perform any other related duties as may be assigned by Immediate Supervisor.

2.9.3. Salary Scale: PGSS 3

3.0 MODE OF APPLICATION

- (i) Application letter with Curriculum Vitae (CV) including names, postal address, e - mail address, and telephone number.
- (ii) Certified copies of certificates.
- (iii) One passport size photo and contacts of three (03) referees.
- (iv) Applicants must channel their application letter through their respective employers, failure of which will lead to automatic disqualification.
- (v) Transfer is not promotion therefore applicants should apply for the position they are currently holding.
- (vi) Only successful candidates will be contacted for further procedures.
- (vii) Applicants should indicate their willingness and commitment to cover their transfer costs as the application for transfer will be considered self – initiated.
- (viii) Interested applicants should submit their application by **31st January, 2025** through the following address;

Rector
Institute of Social Work
210 Shekilango Road
P. O.BOX 3375
14113 Kijitonyama
DAR ES SALAAM.