

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

#### VACANCY ANNOUNCEMENT

Ref.No.JA.9/259/01/A/466

16<sup>th</sup> January, 2024

#### 1.0 BACKGROUND INFORMATION

On behalf of The Arusha International Conference Centre (AICC), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill two **(2)** vacancies; post of the **Director of Hospital Services (1) and Chief Internal Auditor (1)**.

#### 2.0 THE ARUSHA INTERNATIONAL CONFERENCE CENTRE (AICC)

The Arusha International Conference Centre (AICC) was established under the Public Corporation's Act, 1969 by a Presidential Order, i.e. The Arusha International Conference Centre (Establishment Order), issued vide Government Notice Number 115, published on 25<sup>th</sup> August 1978 as amended in 1987. AICC is a 100% government owned, but operates as a fully-fledged commercial entity without any subsidies from the Government. On 19<sup>th</sup> March 2014, the President of United Republic of Tanzania signed establishment Order (Amendment) 2014 which added Julius Nyerere International Convention Centre (JNICC) to the list of properties of the Centre.

The main functions for which the Centre was established include among others; -

- i. To manage and control the Headquarters Complex of the defunct East African Community (EAC) and other premises and lands in Arusha Municipality which belonged to the Community.
- ii. To provide Facility and Services in the Complex for the purpose of Conferences, Meetings, Workshops and Seminars.

<b>POST</b>	<b>DIRECTOR OF HOSPITAL SERVICES (1)</b>
<b>EMPLOYER</b>	<b>THE ARUSHA INTERNATIONAL CONFERENCE CENTRE (AICC)</b>
<b>REPORTS TO</b>	<b>MANAGING DIRECTOR</b>
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>(i) Planning, organizing, coordinating, controlling and directing all activities of the AICC Hospital</li> <li>(ii) Overseeing implementation of all decisions and day today professional and administrative activities of the Hospital.</li> <li>(iii) Reviewing of the progress made in pursuance and attainment of objectives and purpose of the Hospital.</li> <li>(iv) Formulating short term and long term plans in line with the policies approved by the Board.</li> <li>(v) Preparing annual budget of anticipated revenue and expenditure in accordance with the overall programme of activities.</li> <li>(vi) Setting targets and standards for the Hospital operations and evaluating the Hospital performance with a view of ensuring that set objectives are effectively and efficiently met.</li> <li>(vii) Developing and implementing health improvement strategies for AICC staff</li> <li>(viii) Mainstreaming HIV/AIDS fighting strategies into AICC activities submitting to the Managing Director periodic statement of accounts and reports on the progress and position of the Hospital.</li> <li>(ix) Performing any other duties relevant to the scope of work that may be assigned by the supervisor</li> </ul>
<b>DESIRED ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• High integrity</li> <li>• Innovative</li> <li>• Outstanding leadership talents</li> <li>• Clear understanding of work ethics in public organizations</li> <li>• Excellent analytical ability</li> <li>• Fluent in English and Kiswahili</li> <li>• Excellent interpersonal and communication skills</li> <li>• Customer focus</li> <li>• Ability to work within a team independently and to interact with superiors, peers and subordinates</li> </ul>

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Holder of Master Degree in Medicine or equivalent qualification from a recognized University/Institution. Must be registered by Medical Board of Tanganyika.</li> <li>• At least fifteen (15) years' work experience, five (5) years of which must be at managerial position.</li> </ul>
<b>AGE LIMIT</b>	Not more than forty-five (45) years.
<b>TERMS OF EMPLOYMENT</b>	Permanent and Pensionable Terms.
<b>REMUNERATION/SALARY SCALE</b>	As Per AICC Salary Scale
<b>APPLICATION TIME LINE</b>	Twenty-one (21) days from the date of the advertisement.

<b>POST</b>	<b>CHIEF INTERNAL AUDITOR (1)</b>
<b>EMPLOYER</b>	<b>THE ARUSHA INTERNATIONAL CONFERENCE CENTRE (AICC)</b>
<b>REPORTS TO</b>	<b>MANAGING DIRECTOR</b>
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>(i) Overall, in-charge of all auditing activities in the Centre</li> <li>(ii) Chief advisor to the Managing Director and the Board on all internal control procedures within the Centre.</li> <li>(iii) Overseeing preparation of work programmes for the audit of the directorates and monitoring audit work to ensure efficient execution of work programmes as prepared</li> <li>(iv) Overseeing preparation and regular review of internal audit work programmes are strictly adhered to at all times</li> <li>(v) Formulating and recommending short- and medium-term plans of the Internal Audit Unit</li> <li>(vi) Keeping the Managing Director and the Board informed at all times of the progress and problems of the Internal Audit Unit and the whole Centre in relation to audit work</li> <li>(vii) Setting and continuously evaluating performance in the directorates with the view of maintaining high standards and keeping the staff morale high</li> <li>(viii) Assessing the degree of adherence to Centre's policies and regulations by different directorates</li> <li>(ix) Managing the set up and continuous development of the Internal Audit Unit for the Centre</li> <li>(x) Developing comprehensive audit programmes of the Centre with a view to establishing adherence to established systems, procedures and regulations and ensuring their accuracy</li> <li>(xi) Conducting regular audits of all offices to ensure that up to date financial records are kept and that approved management and accounting procedures are followed</li> <li>(xii) Ensuring that the Centre's assets are adequately controlled, safe guarded and insured</li> <li>(xiii) Investigating frauds or misappropriations committed by staff</li> <li>(xiv) Reviewing audit reports with the Centre's external auditors</li> <li>(xv) Carrying out systems audit and analysis to ascertain the effectiveness of established policies, procedures and plans and where necessary recommending appropriate improvements</li> <li>(xvi) Performing any other duties relevant to the scope of work that may be assigned by the supervisor.</li> </ul>

<b>DESIRED ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Independent</li> <li>• Due care and diligence</li> <li>• Confidentiality</li> <li>• High integrity</li> <li>• Innovative</li> <li>• Clear understanding of work ethics in public organizations</li> <li>• Excellent analytical ability</li> <li>• Fluent in English and Kiswahili</li> <li>• Excellent interpersonal and communication skills</li> <li>• Customer focus</li> <li>• Ability to work within a team, independently and to interact with superiors, peers and subordinates.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Holder of Master Degree in Accountancy, Finance, Business Administration 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.</li> <li>• Working experience of at least fifteen (15) years of which five (5) years must be in a senior position.</li> </ul>
<b>AGE LIMIT</b>	Not more than forty-five (45) years.
<b>TERMS OF EMPLOYMENT</b>	Permanent and Pensionable Terms.
<b>REMUNERATION/SALARY SCALE</b>	As Per AICC Salary Scale
<b>APPLICATION TIME LINE</b>	Twenty-one (21) days from the date of the advertisement.

### 3.0 GENERAL CONDITIONS

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- ii. All applicants must be Citizens of Tanzania.
- iii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention or in the email sent to Ernst & Young LLP (EY) for their attention;**
- iv. Applicants should apply on the strength of the information given in this advertisement.
- v. Applicants must attach their certified copies of the following certificates: -
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable); and**
  - Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and Form VI results slips; and
  - Testimonials and Partial transcripts.
- vii. An applicant must upload recent Passport Size Photo in the Public Service Secretariat Recruitment Portal or attached to the scanned copy of the CV sent through email address of Ernst & Young (EY);
- viii. An applicant employed in the Public Service should route his application letter through his respective employer.
- ix. An applicant who is retired from the Public Service for whatever reason should not apply.
- x. An applicant should indicate three reputable referees with their reliable contacts.
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE).
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat,  
**P.O. Box 2320, Utumishi Building-University of Dodoma and Dr. Asha Rose Migiro Buildings - Dodoma. Or Country Managing Partner, Ernst & Young LLP, EY**

House, No 162/1, Mzinga Way Road 14111, Oysterbay, P.O.BOX 2475, Dar es Salaam,  
TANZANIA.

- xiv. Deadline for application is **05 February, 2024**;
- xv. Only shortlisted candidates will be informed the date of interview; and other information will necessitate legal act

**NOTE:** *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**') or [info.tanzania@tz.ey.com](mailto:info.tanzania@tz.ey.com)*

Released by:

**SECRETARY**  
**PUBLIC SERVICE RECRUITMENT SECRETARIAT**