

**CHUO CHA USIMAMIZI WA FEDHA  
THE INSTITUTE OF FINANCE MANAGEMENT  
(ESTABLISHED UNDER THE ACT No. 3 OF 1972)**



**OFFICE OF THE DEPUTY RECTOR – ACADEMIC, RESEARCH & CONSULTANCY**

**APPLICATION IS OPEN FOR 2019/2020 ACADEMIC YEAR AT IFM DAR ES SALAAM,  
IFM MWANZA TEACHING CENTRE AND DODOMA TEACHING CENTRE**

Applications are invited for admission (both direct entry and equivalent entry) into the following programmes at the Institute of Finance Management (IFM) for 2019/2020 academic year. The programmes open for application are **Master degree, Postgraduate Diploma, Ordinary Diploma and Basic Technician Certificate.**

**A: APPLICATION FOR PROGRAMMES AT IFM MAIN CAMPUS**

**1.0 IFM MASTER DEGREE PROGRAMMES**

S/NO	COURSE	DURATION
1	Master of Science in Accounting and Finance - Evening	18 months
2	Master of Science in Finance and Investment - Evening	18 months
3	Master of Science in Human Resource Management - Evening	18 months
4	Master of Science in Insurance and Actuarial Science - Evening	18 months
5	Master of Science in Social Protection Policy and Development - Evening	18 months

**Entry requirements:**

**Either** a first degree or Advanced Diploma with at least a second class, **Or**

A first degree or Advanced Diploma (with a pass class) and a good postgraduate diploma in the related field from a recognized higher learning institution.

**2.0 COLLABORATIVE MASTER DEGREE PROGRAMME**

S/N	COURSE	DURATION
1	Master of Science in Information Technology and Management – in Collaboration with Avinashilingam Deemed University (India) – Evening	18 months

**Entry requirements:**

Bachelor degree or Advanced Diploma (at least 3 years duration) in any formal science related field of study with at least second class, OR a good postgraduate Diploma in the related field from an accredited higher learning institution.

**Please note:** With exception to IFM-Master degrees, Admissions into Master degree in collaboration is subject to approval by collaborative partner Institution.

### 3.0. POSTGRADUATE DIPLOMA PROGRAMMES

S/N	COURSE	DURATION
1	Postgraduate Diploma in Business Administration (PGDBA) - Evening	12 months
2	Postgraduate Diploma in Financial Management (PGDFM) - Evening	12 months
3	Postgraduate Diploma in Human Resource Management (PGDHRM) - Evening	12 months
4	Postgraduate Diploma in Insurance and Risk Mgt. (PGDIRM) - Evening	12 months
5	Postgraduate Diploma in Tax Management (PGDTM) - Evening	12 months

#### Entry requirements:

First Degree /or Advanced Diploma from a recognized higher learning institution.

### 4.0 ORDINARY DIPLOMA PROGRAMMES

S/N	COURSE	DURATION
1	Ordinary Diploma in Banking and Finance (ODBF) - Full time	Two years
2	Ordinary Diploma in Computer Science (ODCS) - Full time	Two years
3	Ordinary Diploma in Information Technology (ODIT) - Full time	Two years
4	Ordinary Diploma in Insurance and Risk Management (ODIRM) -Full time	Two Years
5	Ordinary Diploma in Social Protection (ODSP) - Full time	Two years
6	Ordinary Diploma in Accounting (ODAC) - Full time	Two years
7	Ordinary Diploma in Taxation (ODTM) - Full time	Two years

#### Entry requirements:

- a) Holder of Form six certificates with at least a principal and a subsidiary passes (religious subjects not counted).

**OR**

- b) A Form Four certificate with at least four passes (religious subjects not counted) and with NTA level 4 i.e. Basic Certificate from a recognized higher learning institution. For ODCS and ODIT, one of the passes at O – level must be in Mathematics, Physics or Chemistry.

### 5.0 BASIC CERTIFICATES (NTA 4)

S/N	COURSE	DURATION
1	Basic Technician Certificate in Banking and Finance (BTCBF) - Full time	One year
2	Basic Technician Certificate in Computing and Information Technology (BTCC & IT) - Full time	One year
3	Basic Technician Certificate in Insurance and Social Protection (BTCISP) - Full time	One year
4	Basic Technician Certificate in Accountancy (BTCA) - Full time	One year
5	Basic Technician Certificate in Taxation (BTCT) - Full time	One year

#### Entry requirements:

A Form four certificate with at least four passes (religious subjects not counted). For BTCC & IT, one of the four passes must be in Mathematics, Physics or Chemistry.

## **B: APPLICATION FOR PROGRAMMES AT IFM MWANZA TEACHING CENTRE**

### **6.0 MASTERS DEGREE PROGRAMMES**

<b>S/NO</b>	<b>COURSE</b>	<b>DURATION</b>
1	Master of Science in Finance and Investment - Evening	18 months

#### **Entry requirements:**

- a) **Either** A first degree or Advanced Diploma with at least a second class, **Or**
- b) A first degree or Advanced Diploma with a pass class and a good Postgraduate Diploma in the related field from a recognized higher learning institution.

### **7.0 ORDINARY DIPLOMA**

<b>S/N</b>	<b>Course</b>	<b>Duration</b>
1	Ordinary Diploma in Accounting (ODAC) – Full time	Two years
2	Ordinary Diploma in Banking and Finance (ODBF) – Full Time	Two years
3	Ordinary Diploma in Insurance and Risk Management (ODIRM) – Full Time	Two years

**Entry requirements: Same as For IFM Main Campus as show on item 4.0**

### **8.0 BASIC CERTIFICATES**

<b>S/N</b>	<b>COURSE</b>	<b>DURATION</b>
1	Basic Technician Certificate in Banking and Finance (BTCBF) - Full time	One year
2	Basic Technician Certificate in Accountancy (BTCA) - Full time	One year
3	Basic Technician Certificate in Insurance and Social Protection (BTCISP) - Full time	One year

**Entry requirements: Same as For IFM Main Campus as show on item 5.0**

## **C: APPLICATION FOR PROGRAMME AT IFM DODOMA TEACHING CENTRE**

### **9.0 MASTERS DEGREE PROGRAMMES**

<b>S/NO</b>	<b>COURSE</b>	<b>DURATION</b>
1	Master of Science in Finance and Investment - Evening	18 months

#### **Entry requirements:**

- c) **Either** A first degree or Advanced Diploma with at least a second class, **Or**
- d) A first degree or Advanced Diploma with a pass class and a good Postgraduate Diploma in the related field from a recognized higher learning institution.

## **D: MODE OF APPLICATION**

Candidates, who wish to apply for admission in any of the programmes listed, can do so using online system through <http://www.ifmsis.ac.tz/oas/>. This link is also accessible via the IFM website: <http://www.ifm.ac.tz>.

## **10.0 APPLICATION FEES**

The application fee amount is Tshs. 10,000/= only

## **11.0 DEADLINE FOR APPLICATION**

Deadline for application is **2<sup>nd</sup> September 2019**.

## **13.0 CORRESPONDENCE ADDRESSES**

For further information, please forward your query to the following addresses:

### **Admissions Office**

Institute of Finance Management

5 Shaaban Robert Street

P.O. Box 3918

**11101 DAR ES SALAAM, TANZANIA**

Phone: +255-22-2112931/3/4, +255-22-2123697, +255 789 206 286

Fax: +255-22-2112935

E-mail: [rector@ifm.ac.tz](mailto:rector@ifm.ac.tz). Or [admissions@ifm.ac.tz](mailto:admissions@ifm.ac.tz)

Website: <http://www.ifm.ac.tz>

**OR**

### **IFM Mwanza Teaching Centre**

Rocky City Mall, 3<sup>rd</sup> Floor Wing B

Makongoro Road/ Furahisha Street, Plot 494

KV Kirumba

P. O. Box 2372

Phone: +255-28-2501215/6 or +255-659-948394

E-mail: [mtc@ifm.ac.tz](mailto:mtc@ifm.ac.tz).

## **MWANZA**

## **DODOMA CAMPUS**

Centre Manager, IFM-Dodoma Training Centre

P.O.BOX 1774, Dodoma.

E-mail: [dtc@ifm.ac.tz](mailto:dtc@ifm.ac.tz).

Mob: **+255754997773**

**Warning:** It is an offence to submit false information when applying for admission. Applicants who will be discovered to have submitted a forged certificate or any other false information will not be considered for admission and appropriate legal action will be taken against them.