THE INSTITUTE OF FINANCE MANAGEMENT (IFM)
VACANCIES ANNOUNCEMENT

Ref. No.: CBA.163/260/02/27 **Date:** 2nd November 2026

The Institute of Finance Management (IFM) is a Public Higher Learning Institution 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 is also accredited by the National Council for Technical and Vocational Education and Training (NACTVET). It has six (6) Campuses located in Dar es Salaam, Mwanza, Dodoma, Simiyu, Geita, and Zanzibar.

The Institute of Finance Management (IFM) is seeking qualified, competent, and dedicated applicants to fill the underlisted posts on a contract basis for a one (1)-year term, renewable.

1.0 ARTISANS II- PLUMBING 7 POSTS (4 POSTS DAR ES SALAAM, 1 POST GEITA, 1 POST SIMIYU, 1 POST MWANZA)

1.1. REQUIRED QUALIFICATIONS

Holder of a Certificate of Secondary Education plus Trade Test II or Level II in one of the following fields: Plumbing or equivalent qualifications from a recognised institution.

1.1.2 DUTIES AND RESPONSIBILITIES

i. To install water pipes and repair leakages;
ii. To repair blocked drainage systems;
iii. To maintain plumbing systems;
iv. To inspect and test plumbing systems;
v. To install sewerage systems;
vi. To take care of tools and equipment;
vii. To record repair and maintenance reports;
viii. To order from store spares needed for repair and maintenance activities; and
ix. To perform any other related duties as may be assigned by the Supervisor.

1.1.3 SALARY

Salary Scale: **PGSS 2**

1.2 ARTISANS II ELECTRICIAN 6 POSTS (3 POSTS DAR ES SALAAM 1 POST MWANZA, 1 POST SIMIYU AND 1 POST GEITA)

1.2.1 REQUIRED QUALIFICATIONS

Holder of a Certificate of Secondary Education plus Trade Test II or Level II in one of the following fields: Mechanical, Electrical, Electronics or equivalent qualifications from a recognised institution.

1.2.2 DUTIES AND RESPONSIBILITIES

i. To install electrical wires and repair electrical faults;
ii. To connect and install light bulbs and electrical sockets;
iii. To repair electrical equipment;
iv. To test and replace electrical circuits;
v. To replace damaged cables and install circuit breakers;
vi. To maintain electrical systems; and
vii. To inspect electrical installations.
viii. To perform any other related duties as may be assigned by the Supervisor.

1.2.3 SALARY

Salary Scale: **PGSS 2**

1.3 ARTISANS II – COOLING & VENTILATION (AIR CONDITIONING) 3 POSTS DAR ES SALAAM

1.3.1 REQUIRED QUALIFICATIONS

Holder of a Certificate of Secondary Education plus Trade Test II or Level II in one of the following fields: Cooling & Ventilation, Air Conditioning, Mechanical, Electrical, Electronics, or equivalent qualifications from a recognised institution.

1.3. 2 DUTIES AND RESPONSIBILITY

i. To repair and maintain washers, dryers, and small appliances;
ii. To repair and maintain air conditioning units;
iii. To inspect and troubleshoot air conditioning faults;
iv. To ensure proper functioning and efficiency of air conditioning systems;
v. To troubleshoot, maintain, modify, and repair heating, ventilating and air conditioning systems;
vi. To install mechanical systems to include piping and modifications to existing facility's cooling systems; and
vii. To monitor work done by outside contractors for adherence to code requirements and report back to the Supervisor.

1.3.3 SALARY

Salary Scale: **PGSS 2**

1.4 ARTISANS II- CARPENTER 2 POSTS – DAR ES SALAAM

1.4.1 REQUIRED QUALIFICATIONS

Holder of a Certificate of Secondary Education plus Trade Test II or Level II in one of the following fields: Carpentry or equivalent qualifications from a recognised institution.

1.4. 2 DUTIES AND RESPONSIBILITY

i. To install wooden structures such as roofing frames, rafters, partitions, joists and stud work;
ii. To design and install cabinets, shelving, fitted furniture, drywall and insulation;
iii. To add fixtures and fittings such as door handles, locks, hinges and closures;
iv. To construct and install building frameworks including walls, floors, doorframes, and ceilings;
v. To build and install cabinets, vanities, furniture, shelves, and other wooden fixtures;
vi. To erect scaffolding, temporary structures, and support systems for construction projects;
vii. To inspect existing structures and conduct repairs or maintenance on damaged or defective components;
viii. To assess the quality of woodwork and materials to ensure they meet project standards;
ix. To maintain a clean and safe work environment by removing debris and organising materials;
x. To instruct and direct labourers and construction helpers as needed;
xi. To document work completed and maintain accurate project records; and
xii. To perform any other related duties as may be assigned by the Supervisor.

1.4.3 SALARY

Salary Scale: **PGSS 2**

1.5 ICT ASSISTANT 4 POSTS - DAR ES SALAAM

1.5.1 REQUIRED QUALIFICATIONS

Holder of a certificate in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Informatics or equivalent computer qualifications from recognised institutions.

1.5. 2 DUTIES AND RESPONSIBILITIES

i. To assist in the repair and maintenance of computers and audio-visual equipment;
ii. To ensure that computers are in good working condition in computer laboratories;
iii. To help end users and assist in students' practicals in the laboratories;

iv. To carry out specified routine technical tasks; and assist in conducting repairs; and
v. To perform any other related duties as may be assigned by the Supervisor.

1.5.3 SALARY

Salary Scale: **PGSS 3**

1.6 ICT ASSISTANT – GRAPHICS DESIGN 1 POST - DAR ES SALAAM

1.6.1 REQUIRED QUALIFICATIONS

Holder of a certificate in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Graphic Design, Informatics or equivalent computer qualifications from recognised institutions.

1.6.2 DUTIES AND RESPONSIBILITIES

i. To design posters and banners;
ii. To create logos and design brochures and flyers;
iii. To edit photos and images;
iv. To prepare social media graphics and design advertisements;
v. To create certificates and invitations;
vi. To prepare visual presentations and design business cards;
vii. To maintain the organisation's visual identity; and
viii. To perform any other related duties as may be assigned by the Supervisor.

1.6.3 SALARY

Salary Scale: **PGSS 3**

1.7 DRIVER II 1 POST - SIMIYU CAMPUS

1.7.1 REQUIRED QUALIFICATIONS

Holder of Secondary School Education Certificate/Advanced Secondary School Education Certificate having a valid Driving License Class C or E and Basic Driving Course plus driving experience of at least one (1) year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance or Mechanics is an added advantage.

1.7.2 DUTIES AND RESPONSIBILITIES

i. To drive the institution's vehicles to approved destinations and in accordance with traffic regulations;
ii. To ensure the safety of the vehicle and tools entrusted to him/her;
iii. To maintain cleanliness of the vehicle and tools;
iv. To report promptly any defect or problems detected in the vehicle;

v. To perform messengerial duties such as dispatching documents/letters, collecting mail, and photocopying documents.
vi. To keep records of movement of vehicles;
vii. To carry out diagnoses of minor problems requiring immediate repair; and
viii. To perform other related duties as assigned by one's Superior.

1.7.3 SALARY

Salary Scale: **PGSS 2**

1.8 OFFICE MANAGEMENT SECRETARY II 2 POSTS - DAR ES SALAAM

1.8.1 REQUIRED QUALIFICATIONS

Holder of Certificates of Secondary School Education with a Diploma in secretarial services from Public Service College or any other recognised College/Institution who have passed both shorthand (English) and Kiswahili (hati mkato) at a speed of 120 words per minute with knowledge of computer programs e.g. windows, Microsoft office Internet, E-mail and Publisher with working experience of at least seven (7) years in related field. Must have sat for and passed the Management Development Examination for Executive Assistants Stage I (MDEA I).

1.8.2 DUTIES AND RESPONSIBILITIES

i. To work for the Head of Department;
ii. To sort out files in order of urgency before giving them to the office concerned for action;
iii. To draft business letters, type and dispatch them as may be directed by the officer working for;
iv. To attend telephone calls, and take messages, and ensure prompt delivery to the concerned;
v. To ensure filing of all the copies of correspondence coming to or going out of the office is properly done;
vi. To prepare documentation and organise logistics and administrative matters for meetings and conferences; and
vii. To perform any other related official duties as may be assigned by the Supervisor.

1.8.3 Salary Scale

Salary Scale: **PGSS 5**

1.9 COMMUNICATION OFFICER II 1 POST - DAR ES SALAAM

1.9.1 REQUIRED QUALIFICATIONS

Holder of a Bachelor's degree in one of the following fields: Communication and Marketing, Business Administration Majoring in Communication, Mass Communication or equivalent qualifications from recognised institutions.

1.9.2 DUTIES AND RESPONSIBILITIES

i. To prepare and share information;
ii. To write reports and news;
iii. To manage social media platforms;
iv. To communicate with the public;
v. To organise meetings and events;
vi. To prepare press releases and respond to public inquiries;
vii. To promote the organisation's image;
viii. To take photos and videos during events; and
ix. To perform other duties as assigned by the Supervisor.

1.9.3 Salary Scale

Salary Scale: **PGSS 6**

1.10 ACCOUNTS OFFICER II 1 POST - DAR ES SALAAM

1.10.1 REQUIRED QUALIFICATIONS

Holder of a Bachelor's degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from recognised institutions, or Intermediate Certificate (Module D) offered by NBAA.

1.10. 2 DUTIES AND RESPONSIBILITIES

i. To assist in receiving and paying cash;
ii. To post and balance ledger accounts;
iii. To issue invoices, make follow-up on payments of bills;
iv. To assist in maintaining full and accurate account records;
v. To prepare trial balances;
vi. To assist in checking claims, retirements and ensuring that they are supported by appropriate documents; and
vii. To perform any other related duties as may be assigned by the Supervisor.

1.10.3 SALARY

Salary Scale: **PGSS 6**

1.11 ACCOUNTS TECHNICIAN 1 POST - DAR ES SALAAM

1.11.1 REQUIRED QUALIFICATIONS

Holder of a Certificate of Secondary Education Examination (CSEE) Plus Certificate in one of the following fields: Accountancy, Finance, Business Administration or Commerce, majoring in Accountancy or Finance or equivalent qualifications from recognised institutions or ATEC I offered by NBAA.

1.11. 2 DUTIES AND RESPONSIBILITIES

i. To receive and keep in proper custody all incoming bills and claims;
ii. To maintain account records;
iii. To prepare payment requisitions;
iv. To post receipts;
v. To issue transactions in accounting documents;
vi. To carry out pre-payment examination of invoices, bills and other claims and petty accounts; and
vii. To perform any other related duties as may be assigned by the Supervisor.

1.11.3 SALARY

Salary Scale: **PGSS 3**

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 Curriculum Vitae (CV) having a 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; failure to do so will make the application invalid**.**
vi. Applicants must attach their detailed relevant certified copies of Academic certificates, transcripts and other requirements as listed here under:
    - Form IV National Examination Certificates.
    - Computer Certificate.
    - Professional certificates from respective boards
    - One recent passport-size picture and birth certificate.
viii. Form IV and Form VI results slips are strictly not accepted;
ix. Testimonials, Partial transcripts and results slips are not acceptable;
x. Presentation of forged academic certificates and other information in the CV will necessitate legal action;

xi. Applicants should indicate three reputable referees with their reliable contacts; and

xii. Application letters should be written in English or Swahili and should be addressed to the relevant Campus:

1. Rector
   The Institute of Finance Management,
   5 Shaaban Robert Street,
   P. O. Box 3918,
   DAR ES SALAAM.

2. Campus Director – Mwanza Campus,
   Rock City Building, 3rd Floor,
   P.O BOX 2372,
   MWANZA.

3. Campus Director – Simiyu Campus,
   Sapiwi Village,
   P.O BOX 3135,
   Bariadi, SIMIYU.

4. Campus Director – Geita Campus,
   Mlimani Street,
   P.O BOX 125,
   Chato, GEITA.

DEADLINE FOR SUBMISSION: 15TH NOVEMBER 2026 AT 4.00 pm