

# THE INSTITUTE OF FINANCE MANAGEMENT



## VACANCIES

### RECRUITMENT OF DIRECTOR OF HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION, DIRECTOR OF ACCOUNTS AND FINANCE AND HEAD OF PROCUREMENT UNIT

The Institute of Finance Management (IFM) was established by the Act of Parliament No. 3 of 1972. The Institute is dedicated to excellence in teaching, research, and consultancy.

The Institute is in the process of filling the vacant position of the Director of Finance and Accounts (DFA) and impending vacant positions of the Director of Human Resource Management and Administration (DHRMA) and the Head of Procurement Management Unit (HPMU) **by way of searching and transferring qualified and competent candidates within the public service**. The successful candidates will be responsible for assisting the Deputy Rector – Planning, Finance and Administration and the Rector of the Institute and provide vision, direction and leadership to the organization. Successful candidates are expected to work harmoniously with other members of the Institute's management to ensure that the Institute acquires and maintains a positive and solid image as a successful training institution of higher learning by formulating and implementing the right strategies and ensure efficient and effective use of resources. The detailed requirements of each of these positions are provided hereunder.

## **1. DIRECTOR OF HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION**

### **a. Reporting Relationship**

**Appointed by:** The Governing Council

**Reports to:** Deputy Rector Planning, Finance and Administration

**Supervises:** All staff under the Directorate

### **b. Minimum Entry Qualifications**

Holder of Master Degree in one of the following fields: Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Industrial Relations, Business Administration/Commerce majoring in Human Resources Management or equivalent qualification from recognized institutions. Must have sat for and passed the Proficiency Examination for Human Resource Officers or Qualifying Law Examination for Administrative Officers. The Master's Degree must be related to his or her Bachelor's Degree.

### **c. Work Experience**

Must have work experience of at least ten (10) years, of which two (2) years should be served at a managerial level.

### **d. Duties and Responsibilities**

- i)** To advise the Deputy Rector of Planning, Finance and Administration on all matters pertaining to the administration of human and physical resources;
- ii)** To develop and review human resource policies, rules and regulations of the Institute.
- iii)** To oversee the implementation of human resources management policy by providing professional guidance to other directorates, departments and sections;
- iv)** To create an environment and working conditions conducive to high staff morale and productivity by initiating suitable safety, health and welfare programmes at the Institute;

- v) To oversee the development and maintenance of the physical infrastructure of the Institute;
- vi) To monitor and ensure that major maintenance works are done by the contracted party at specified quality and quantity;
- vii) To monitor expenditure on HR and Administration to ensure plans and budgets are not compromised;
- viii) To assist in the administration of the institute's assets like machines and vehicles;
- ix) To keep record of teaching and non-teaching staff establishment;
- x) To assist in processing appointments, promotions, confirmations and termination of staff members;
- xi) To assist in handling staff discipline; and
- xii) To perform any other duties as may be assigned by the supervisor.

e. **Salary Scale: PGSS 14**

## **2. DIRECTOR OF FINANCE AND ACCOUNTS**

### **a. Reporting Relationship**

**Appointed by:** The Governing Council

**Reports to:** Deputy Rector Planning, Finance and Administration

**Supervises:** All staff under the Directorate

### **b. Minimum Entry Qualifications**

Holder of Master Degree in one of the following fields: Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions plus either CPA (T), CIA, ACCA, ACA, CIMA or equivalent professional qualification recognized by NBAA. The Master's Degree must be related to his or her Bachelor's Degree.

### **c. Work Experience**

Must have work experience of at least ten (10) years, of which two (2) years should be served at a managerial level.

**d. Duties and Responsibilities**

- i)** To advise the Deputy Rector Finance, Planning & Administration on all matters pertaining to the sound financial management;
- ii)** To coordinate the preparation and collation of the annual budget of the Institute;
- iii)** To oversee the conduct of the financial business and affairs of the Institute;
- iv)** To direct and supervise the preparation of periodic financial reports and ensure that they are submitted to the appropriate authorities on time as per regulations;
- v)** To ensure timely audit of the Institute's financial statements;
- vi)** To follow up on the availability of funds from respective organs;
- vii)** To monitor adherence of warrant holders to financial policies, regulations and procedures; and
- viii)** To perform any other duties as may be assigned by the supervisor.

**e. Salary Scale: PGSS 14**

**3. HEAD OF PROCUREMENT MANAGEMENT UNIT**

**a. Reporting Relationship**

- Appointed by:** The Governing Council
- Reports to:** Rector
- Supervises:** All staff under the Unit

**b. Minimum Entry Qualifications**

Holder of Master Degree in one of the following fields: Procurement and Supplies Management, Logistics Management, Materials Management, Business Administration/Commerce majoring in Procurement and Supplies Management or equivalent qualifications from a recognized institution. Must also be a Holder of Certified Procurement and Supplies Professional (CPSP) or its equivalent and is registered by PSPTB in the Category of Authorized Supplies Professional. The Master's Degree must be related to his or her Bachelor's Degree.

**c. Work Experience**

At least eight (8) years of working experience and should have served in a senior position.

**d. Duties and Responsibilities**

- i) To ensure implementation of the annual procurement plan;
- ii) To oversee inspection and advise on disposal of obsolete or unserviceable items/goods;
- iii) To manage stock verification and control;
- iv) To formulate and develop store regulations;
- v) To provide technical advice on matters pertaining to general purchases and supplies;
- vi) To advise the Rector on procurement issues such as appropriate procurement methods and limits of authority;
- vii) To monitor adherence to procurement process and procedures as per the Public Procurement Act;
- viii) To develop an annual procurement Plan for the Institute;
- ix) To provide Secretariat services to the Institute Tender Board as per the Public Procurement Act;
- x) To set specifications, standards, statements of requirements and Terms of Reference for goods and services procured and monitor adherence to them to ensure value for money;
- xi) To implement the decisions of the Tender Board;
- xii) To prepare tendering documents and the advertisements;
- xiii) To ensure timely purchase of materials required for IFM operations;
- xiv) To prepare replies to audit queries pertaining to procurements;
- xv) To maintain a list or register of all tenders and contracts awarded;
- xvi) To prepare Quarter, Semi- Annual and Annual reports for the Tender Board;
- xvii) To perform any other duties as may be assigned by the supervisor.

**e. Salary Scale: PGSS 13**

**Mode of Application**

All qualified Public Servants within the public service who meet the above requirements may apply to the address below not later than 27<sup>th</sup> September, 2024. The application should be accompanied by a current CV and copies of your certificates.

**Chairperson of the Search Committee**

**The Institute of Finance Management**

**5 Shaaban Robert Street**

**P.O. BOX 3918**

**11101 DAR ES SALAAM**

**And / or by Email: [rector@ifm.ac.tz](mailto:rector@ifm.ac.tz)**