

TANZANIA ASSOCIATION OF ACCOUNTANTS (TAA)



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Tanzania Association of Accountants (TAA) is a professional voluntary Accountancy Association which was registered on 03rd January, 1983 under the Societies Ordinance as a Member's representative body of all professional Accountant(s) and aspiring Accountant(s) registered and working in Tanzania.

The main objective of the Association is to promote the Accountancy profession in the country. TAA envisions to become "a world class professional accountancy institution"; and has a mission to provide services to and on behalf of its members in various sectors aimed at facilitating their professional and social development while promoting public confidence in the services provided.

Job Title: Membership and Training volunteer posts.

Reporting to: Chief Executive Officer.

General Responsibilities.

Membership and Training Volunteer will be responsible on all issues related to membership and Training for members.

Main Duties:

1. To register new members and prepare the data base for registration of the new members.
2. To prepare reports relating to membership, members' services, ethics and disciplinary matters and present to the secretariat for approval before they are presented to the committee or governing council.
3. Work closely with the MSE Committee Chairperson to ensure that members are provided with high quality services.
4. To develop TAA calendar of events including seminars, projects and Programs implementation.
5. To organize seminars and other events including participants mobilization and logistics of events.

6. To advise any client training needs to the CEO and/or the MSE Committee Chairperson.
7. To manage the evaluation of training courses in order to facilitate the progress monitoring.
8. To approach clients and tailor specific customer training courses to fit their specific requirements.
9. To perform any other task assigned to him/her by superiors

Qualification:

- Degree/ Advance diploma in Accountancy/ Social Science.
- Certified Public Accountant will be Added Advantage.
- Masters or Postgraduate diploma will be added advantage.
- Skills of Project writing will be added advantage.

NOTE: The payment will be on commission basis.

Interested and Qualified candidates are requested to send application letter and CV through **winifrida.taa@gmail.com** to undersigned not later than 12th May, 2022 at 4.00 pm.

**Chief Executive Officer,
P.O.BOX 459,
Mhasibu House,
Dar es Salaam
Mobile: + 255 769 16278/ 787 464 523**