

## **APPLICATIONS FOR CERTIFICATE IN BUSINESS OPERATION ASSISTANT (BOA) – UNDER VETA**

### **ENTRY QUALIFICATIONS**

Applicant should have completed form four with at least one pass (D) in one of his or her subjects excluding religious subjects.

### **DURATION OF THE PROGRAM**

The duration of the program is two years

### **OPPORTUNITIES FOR PROGRESSION**

After successful completion of National Vocational Award level III, Business Operations Assistant is eligible to join **DIPLOMA (NTA 5&6)** in the fields of Accounting and Finance, Procurements and supplies, Business Administration and other business related courses under **NACTE**, Technical institutions or Accounting Technician Certificate (**ATEC**) of the National Board for Accountants and Auditors (**NBAA**) or procurement and supplies Technician Certificate (**PSTC**) of the procurement and supplies Professionals and Technicians Board (**PSPTB**)

### **MODE OF APPLICATION**

Visit the institute to collect the application form or you can download application forms from the institute website [www.kib.ac.tz](http://www.kib.ac.tz).

### **COMMENCEMENTS OF STUDIES**

The studies/lesson will start early in January 2022

### **YOUR WELCOM**