



ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT),

JOB OPPORTUNITIES

The Abdulrahman Al-Sumait University (**SUMAIT**) is built on the foundation of the former University College of Education Zanzibar (UCEZ) established in 1998 by a charity organization, Kuwait based, **Direct-Aid (DA)**. In line with her expansion, the University is also restructuring her programs and creating positions to accommodate her current needs.

Therefore, Abdulrahman Al-Sumait University (SUMAIT) wishes to invite applications from suitably **qualified and competent Individuals** to fill the academic and Administrative vacant posts as follows: -

1. FACULTY OF ARTS AND SOCIAL SCIENCES

Departments: Linguistics and Arabic

- i. Assistant Lecturer /Lecturer/Senior Lecturer in Arabic language (**One (1) post**)
- ii. Assistant Lecturer/Lecturer /Senior Lecturer in English Language - Linguistics (**Two (2) Posts**)

Department: Education

- i. Assistant Lecturer /Lecturer/Senior Lecturer in Educational Curriculum and Instruction (**One (1) post**)

Department: Social Studies

- i. Assistant Lecturer/Lecturer /Senior Lecturer in History (**One (1) post**)
- ii. Lecturer /Senior Lecturer/Associate Professor in Geography (**One (1) post**)

Department: Counselling and Psychology

- i. Lecturer /Senior Lecturer/Associate Professor in Counselling Psychology (**Two (2) posts**)

2. FACULTY OF SCIENCES

Department: Natural Sciences

- i. Assistant Lecturer /Lecturer/Senior Lecturer/Associate Professor in Information Technologies - IT (**Three (3) posts**)
- ii. Assistant Lecturer /Lecturer/Senior Lecturer/ Associate Professor in Physics (**One (1) post**).
- iii. Assistant Lecturer /Lecturer/Senior Lecturer/ Associate Professor in Biology (**One (1) post**).
- iv. Assistant Lecturer /Lecturer/Senior Lecturer/ Associate Professor in Mathematics (**One (1) post**).

3. Department: Natural Sciences

- i. Tutorial Assistant of Physics (**One (1) post**).
- ii. Tutorial Assistant of Mathematics (**One (1) post**).

QUALIFICATIONS:

1. Lecturer/ Senior Lecturer

- Holder of PhD plus a Master's degree with a GPA of 4.0 or better and Undergraduate Degree with a minimum GPA of 3.5 in the relevant field.
- A successful candidate must possess experience in college level teaching.
- Candidates with additional credentials are encouraged to apply.

2. Assistant Lecturer

- Holder of master's degree with a GPA of at least 4.0 and an Undergraduate Degree with a minimum GPA of 3.5 in the relevant field.
- Prior experience in teaching at university level is an added advantage.

3. Tutorial Assistant (TA)

- Holder of Undergraduate Degree with a minimum GPA of 4.0 or 4.5 in the relevant field.

4. Essential Roles and Responsibilities

- Teaching responsibilities will include undergraduate courses and supervision of students' research.
- Maintaining an active research program that results in publishing in peer-reviewed journals and obtaining external funding for research.
- Designing/Develop undergraduate and graduate academic programs.
- Any other duties as may be assigned by the university.

ADMINISTRATIVE POSITIONS

JOB TITLE: University Accountant (1 position)
REPORTS TO: University Bursar.

DUTIES AND RESPONSIBILITIES

Position: Accountant

Reports to: University Bursar

Location: Abdulrahman Al-Sumait University (SUMAIT)

1. Major functions:

Under the directives of the Financial Controller and University Bursar, the Accountant's responsibilities will be as follows:

- Managing both the day-to-day and the strategic financial administration of university in compliance with SUMAIT regulations, policies, and procedures.
- Ensure that banking transactions are updated daily, and related vouchers are posted.
- Handle the Petty Cash float and ensure that reimbursements and claims are as per SUMAIT's finance policy limits.
- Ensure proper filing of all vouchers in an easily accessible manner and maintain the documentation system of all units.
- Making sure that all accounting documentation is properly filed and kept in a secured place with monthly validation.
- Preparing payment vouchers as and when required.
- Preparing all statutory payments arising from payroll.
- Implementing proper protocols to ensure the University is operating under consistent financial practices.
- Working with appropriate counterparts to ensure proper tax withholdings and filings and overseeing payroll administration for project employees.
- Assisting with the preparation of annual, quarterly, and monthly budget reforecasts for project operations expenses.

2. Required Qualification.

- Bachelor's degree in accounting, finance, auditing, business administration, or related field and an ACA/ACCA/CPA qualification.
- Knowledge of accounting package should be an added advantage.
- Minimum three years post-qualification experience as an accountant, auditor, or finance professional; experience as an accountant with an Educational Institutional, development contractor, or donor agency preferred.
- Experience of administering and check the payroll, strong knowledge of Tanzanian tax regulations.
- Thorough knowledge and understanding of professional accounting principles, theories, practices, and terminology and an ability to understand accounting practices and procedures; to analyze data, narrative reports, and workload flow charts, etc.
- Proficiency in Microsoft programs (i.e., Excel, Word, PowerPoint) and the ability to use various commercially available accounting software programs, such as AX Dynamics.
- Demonstrated leadership, versatility, and integrity.

- Excellent written and verbal communications skills in English; knowledge of Arabic language is an additional advantage.

3. Working Relationships

- **Internal:** Interacts and works closely and on a regular basis with the Financial Controller, Bursa and DVC Administration and Finance.
- **External:** Interacts as required with other stakeholders in the University, in collaboration with the University Bursar as appropriate.

2. Procurement Officer (1 Post)

Position: Procurement Officer

Reports to: University Bursar

Location: Abdulrahman Al-Sumait University (SUMAIT)

Qualifications

- Holder of bachelor's degree in Procurement and Supply Chain Management or any other related field **PLUS** Procurement and Supplies Professionals and Technicians Board (PSPTB) Certificate with at least three years working experience in related field.
- Extensive experience in procurement and supplies from the educational institutions or admissions and Registration.
- Ability to analyze and interpret information.

Roles and Responsibilities

- To prepare tender advertisement documents.
- To issue approved tendering and contract documents.
- To communicate with user Departments on procurement needs/plan.
- To collect and maintain market price data base on various products.
- To verify procurement payment vouchers.
- To prepare and review bidding documents and oversee evaluation of tender documents.
- To procure goods and services as per provided specifications by users and supervise receipts.
- To maintain Register of all contracts awarded.
- To ensure and implement best practices in areas of work specialization.
- To undertake clearing and forwarding of goods.
- To participate in the preparation and implementation of the University's procurement plan.
- To ensure contracts comply with bench marking, quality assurance, service levels and the Organization internal policies.
- To develop and encourage alternative procurement and partnership arrangements that aims for best value service delivery.

Knowledge, Skills and Abilities Required

- Ability to develop and deliver presentations.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to gather data, compile information, and prepare reports.
- Ability to communicate effectively, both orally and in writing.

- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of student recruitment and retention issues.
- Knowledge of the broad spectrum of available university academic units, curricula, and programs.

3. Planning Officer (1 post)

The role of Planning Officer is to assist in the planning, development, and delivery of agreed aspects of the Planning, widening access and community engagement activities and student recruitment activities for the University. As part of a team, the Planning Officer will assist with the development, implementation and continual improvement of the University's planning, quality, and risk systems.

Position: Planning Officer

Reports to: Deputy Vice Chancellor Administration and Finance (DVC (AF))

Location: Abdulrahman Al-Sumait University (SUMAIT), Chukwani (Zanzibar)

Qualifications:

- Holder of at least bachelor's degree in planning, development planning and Management, Project Planning and Management or other relevant field of social science Studies.
- If the applicant possesses a Master of Planning, development planning and Management or other related field could be an added advantage.
- Working experience of at least three (3) years in the same field in a higher learning Institution or large/reputable public/private organizations.
- Excellent diagnostic and problem-solving skills.

Roles and Responsibilities:

- Providing Technical expert on university plans, programs, and projects.
- Assisting DVC(AF) in preparing short term plans and ensuring resources allocation.
- Plans, develops, implements, and coordinates strategic operational of marketing, and administrative programs, projects, and/or services of broad significance to the University.
- Establishes and implements short and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.
- Determines need and plans, develops, and assesses a wide range of integrated communications strategies and programs for and on behalf of the organization's principal executive.
- Provides strategic advice and consultation to leadership in the development, implementation, and evaluation of modifications and enhancements to existing operations, systems, Marketing activities and procedures.
- Develops and manages annual capital and/or operating budgets; oversees, monitors, and coordinates program budgets as appropriate.
- Recommends and participates in the development of university policies and procedures; may serve on university planning and policy-making committees.

Knowledge, Skills and Abilities Required

- Skills in Planning and budget preparation and fiscal management.

- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in organizing resources and establishing priorities.
- Knowledge and understanding of integrated program planning, development, and administration within a private institution environment.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Advanced verbal and written communication skills.
- Ability to foster a cooperative work environment.
- Employee development and performance management skills.

4. Tutor of Office Administration (1 post)

Will Teach certificate and Diploma courses in Office administration within the Center for Professional and Continuing education (CPaCE).

Position: Tutor of Office Administration

Reports to: Director of CPaCE

Location: Abdulrahman Al-Sumait University (SUMAIT), Chukwani (**Zanzibar**)

Qualifications

- I. Holder of a good First Degree in Office Administration, Records and Information Management and other related equivalent disciplines from recognized institutions with a minimum **GPA of 3.5**.
- II. Possess excellent communication, interpersonal and supervisory skills.
- III. Be analytical, critical, results-oriented, innovative, visionary and a good team player.
- IV. Be able to act professionally in all situations.

Essential Duties, Tasks & Responsibilities:

The main duties and responsibilities of a Tutor of Office Administration include the following: -

- I. Teaching NTA level 4 to 6 Programs.
- II. Conduct tutorials and Practical activities.
- III. Carrying out assessment, monitoring and evaluation of examinations and providing academic and consultative support to students in their learning activities.
- IV. Engaging in Practical, consultancy and development work as appropriate.
- V. Evaluate performance of Students in all activities
- VI. Assist and supervise students while on field work.
- VII. Providing academic input on course development and review of the existing programs
- VIII. Directing and supervising the work of Tutorial Assistant.
- IX. Participating in development, implementation, and maintenance of academic quality assurance arrangements.
- X. Participating in appropriate activities is necessary to the development of the department and the center of professional and continuing education.
- XI. Performing any other duties assigned by his/her supervisor.

5. Estate Officer (1 post)

Job title: Estate Officer

Duty station: Abdulrahman Al-Sumait University (SUMAIT)

Reporting to: Deputy Vice Chancellor Administration and Finance (DVC (AF))

Roles & Responsibilities

- Planning, organizing, and controlling estates maintenance activities: including maintenance and cleaning of campus grounds and drainage systems.
- Participating in drawing-up short- and long-term programmes for the general improvement of the landscaping of the campus grounds and drainage systems.
- Supervising and guiding junior staff.
- Planning consultancy services activities.
- Maintaining coordinative work contacts with building and maintenance staff of the Estates Department.
- Preparing and compiling budget estimates for capital development.
- Coordinating the preparation of the physical master plan.
- Coordinating the effective maintenance and rehabilitation of the infrastructure; and
- Performing any other duties and responsibilities as may be assigned by one's reporting.
- Any other duties as may be assigned by direct supervisor.

Knowledge, skills and abilities required

- Holder of a bachelor's degree in, Environmental Engineering, Architecture, Building Economics, Civil Engineering, OR Land Management and Valuation. Preferably be registered as a professional Engineer/Valuer with the relevant Authorities.
- Relevant work experience of three (3) years

5. Marketing Officer (1 post)

Job title: Marketing Officer
Duty station: Abdulrahman Al-Sumait University (SUMAIT)
Reporting to: Head of Registration, Admission and Certification

Roles & Responsibilities

- Contribute to the implementation of marketing strategies.
- Organize and attend marketing activities or events to raise brand awareness.
- Plan advertising and promotional campaigns for products or services on a variety of media (social, print etc.)
- Liaise with stakeholders and vendors to promote success of activities and enhance the university's presence.
- See all ventures through to completion and evaluate their success using various metrics.
- Prepare content for the publication of marketing material and oversee distribution.
- Conduct market research to identify opportunities for promotion and growth.
- Collaborate to prepare budgets and monitoring expenses for marketing.
- Assists in manning exhibition stands e.g., Trade Fairs, TCU Exhibitions; vii. Open Day exhibition, etc.
- Organise marketing events and other internal events.

Knowledge, skills, and abilities required.

- Holder of a bachelor's degree in science or arts in marketing, business administration or relevant field.

- Proven experience as a marketing officer or similar role
- Solid knowledge of marketing techniques and principles
- Relevant work experience of three (3) years

6. Computer Laboratory Technician (1 post)

Job title: Computer Laboratory Technician
Duty station: Abdulrahman Al-Sumait University (SUMAIT)
Reporting to: IT Technician

Roles & Responsibilities

A successful Computer Laboratory Technician must have a thorough knowledge of computer software and hardware and a variety of internet applications, networks, and operating systems. The ideal candidate will also have great troubleshooting abilities and attention to detail.

Essential Duties, Tasks & Responsibilities:

- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality.
- Install and configure appropriate software and functions according to specifications.
- Develop and maintain local networks in ways that optimize performance.
- Ensure security and privacy of networks and computer systems.
- Provide orientation and guidance to users on how to operate new software and computer equipment.
- Organize and schedule upgrades and maintenance without deterring others from completing their work.
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- Maintain records/logs of repairs and fixes and maintenance schedule.
- Identify computer or network equipment shortages and place orders.

Qualifications

- Certification or Diploma in Information Technology (IT) will be an advantage (e.g., CompTIA A+, Microsoft Certified IT Professional).
- Diploma in Computer Science, engineering, or relevant field
- Proven experience as **Computer Laboratory Technician** or relevant position
- Excellent diagnostic and problem-solving skills.
- Good knowledge of internet security and data privacy principles.

Mode of Application

Applicants should submit their applications supported by detailed Curriculum Vitae (CV.), certified copies of their certificates, names and addresses of three non-relative referees who can be contacted for references. Foreign awards should be verified by Tanzania Commission for Universities (TCU).

GENERAL CONDITIONS

1. Applicants should apply to the strength of the information given in this advertisement
2. Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU), otherwise, your request will not be considered.
3. Presentation of forged certificates and other information will necessitate legal actions.
4. Only shortlisted candidates will be called for interview.

Salary and Remunerations

Abdulrahman Al-Sumait University (SUMAIT) offers attractive salary and remunerations according to the University's Salary Scales.

Deadline 24/09/2023

Hand delivered application should reach Abdulrahman Al-Sumait University (SUMAIT), Chukwani Street Zanzibar not later **than 3:30hrs on 24th September 2023**. Or you can send your application through **Email at: recruitment@sumait.ac.tz**

Applications should be addressed to:

**Vice Chancellor,
Abdulrahman Al-Sumait University (SUMAIT),
P.O. Box 1933,
Zanzibar/Tanzania
Email: recruitment@sumait.ac.tz**