



ABDULRAHMAN AL-SUMAIT UNIVERSITY

(SUMAIT UNIVERSITY), ZANZIBAR, TANZANIA

جامعة عبد الرحمن السميط زنجبار



JOB OPPORTUNITIES

(Only Tanzanians may apply)

1. Lecturer / Assistant Lecturer (Counseling Psychology) (2 Posts)

Qualifications

- Bachelor's degree in Psychology with GPA not less 3.5 out of 5 or equivalent in the same discipline.
- Master's degree in Counseling Psychology with GPA not less than 4 out of 5 or equivalent in the same discipline.
- PhD in Counseling Psychology or equivalent is preferable.

Roles & Responsibilities

- Conduct psychological assessment
- Teach and supervise research consultation
- Supervise practicum and internships
- Any other duties as may be assigned by the university.

2. Lecturer/Assistant Lecturer (Information Technology) (1 Post)

Qualifications

- Bachelor's degree in Information Technology (IT) with GPA not less 3.5 out of 5 or equivalent in the same discipline.
- Master's degree in Information Technology with GPA not less than 4 out of 5 or equivalent in the same discipline.
- PhD in Information Technology or its equivalent is preferable.

Roles & Responsibilities

- Teach and supervise research
- Supervise practicum and internships
- Any other duties as may be assigned by the university.

3. Lecturer / Assistant Lecturer (Education Psychology) (1 Post)

Qualifications

- Bachelor's degree in Education with GPA not less 3.5 out of 5 or equivalent in the same discipline.
- Master's degree in Education Psychology with GPA not less than 4 out of 5 or equivalent in the same discipline.
- PhD in Education Psychology or its equivalent is preferable.

Roles & Responsibilities

- Teach Undergraduate and post graduate students
- Conduct seminars and Tutorials
- Supervise practicum and internship
- Any other duties as may be assigned by the university.

4. Lecturer/Assistant Lecturer (Education Curriculum and Instruction) (1 Post)

Qualifications

- Bachelor's degree in Education with GPA not less 3.5 out of 5 or equivalent in the same discipline
- Master's degree in Education Curriculum with GPA not less than 4 out of 5 or equivalent in the same discipline.
- PhD in Education Curriculum or its equivalent preferable.

Roles & Responsibilities

- Teach Undergraduate and post graduate students
- Conduct seminars and Tutorials
- Do research and publish in the areas of specialization
- Any other duties as may be assigned by the university.

5. Lecturer/Assistant Lecturer (Mathematics) (2 Posts)

Qualifications

- Bachelor's degree in Mathematics with GPA not less 3.5 out of 5 or equivalent in the same discipline.
- Master's degree in Mathematics with GPA not less than 4 out of 5 or equivalent in the same discipline.
- PhD in Mathematics or its equivalent is preferable.

Roles & Responsibilities

- Teach Undergraduate and post graduate students
- Conduct seminars and Tutorials
- Do research and publish in the areas of specialization
- Any other duties as may be assigned by the university.

6. Lecturer/Assistant Lecturer (Islamic Shari'ah and Jurisprudence) (1 Post)

Qualifications

- Bachelor's degree in Islamic Sharia with GPA not less 3.5 out of 5 or equivalent in the same discipline.
- Master's degree in Sharia and Islamic Jurisprudence with GPA not less than 4 out of 5 or equivalent in the same discipline.
- PhD in Shariah and Islamic Jurisprudence is preferable
- Fluent in Arabic Language (Writing and Speaking)
- Any other duties as may be assigned by the university.

Roles & Responsibilities

- To teach Undergraduate and students in Islamic culture and post graduate students Sheria and Islamic Jurisprudence.
- To conduct seminars and tutorials.
- To do research and publish in the areas of specialization

7. Lecturer/Assistant Lecturer (Chemistry) (2 Posts)

Qualifications

- Bachelor's degree in Chemistry with GPA not less 3.5 out of 5 or equivalent in the same discipline.
- Master's degree in Chemistry with GPA not less than 4 out of 5 or equivalent in the same discipline.
- PhD in Chemistry or its equivalent is preferable.

Roles & Responsibilities

- Teach Undergraduate and post graduate students
- Conduct seminars and Tutorials
- Do research and publish in the areas of specialization
- Any other duties as may be assigned by the University.

8. Lecturer/Assistant Lecturer (Physics) (2 Posts)

Qualifications

- Bachelor's degree in Physics with GPA not less 3.5 out of 5 or equivalent in the same discipline.
- Master's degree in Chemistry with GPA not less than 4 out of 5 or equivalent in the same discipline.
- PhD in Physics or its equivalent is preferable.

Roles & Responsibilities

- Teach Undergraduate and post graduate students
- Conduct seminars and Tutorials
- Do research and publish in the areas of specialization
- Any other duties as may be assigned by the University.

9. Accountant (1 Post)

Qualifications

- Bachelor's Degree in Accountancy, Accounts and Finance.
- Master's Degree can be an added advantage
- Should have an experience in a fast-paced company
- Experience in the education industry would be an advantage

Roles & Responsibilities

- Prepare asset, liability and capital account entries
- Payroll preparation, banking and day to day cash / credit reconciliations
- Document financial transactions
- Summarize current financial status; preparing balance sheet, profit and loss statement and other reports
- Verify, allocate, post and reconcile transactions
- Produce error-free accounting reports, MIS and present their results
- Prepare financial statements and produce budget according to schedule
- Direct internal audits to ensure compliance
- Plan, assign and review staff's work
- Support month-end and year-end close process
- Communicate with Chief Accountant and/or DVC (Administration & Finance) on work status and client issues that arise
- Thorough knowledge of basic accounting procedures and principles
- Must respect University confidentiality, rules and regulations
- Experience with creating financial statements
- Experience with general ledger functions and the month-end/year end close process
- Excellent accounting software user and administration skills
- Accuracy and attention to details
- Aptitude for numbers and quantitative skills
- Any other duties as may be assigned by the University.

10. IT Manager (IT) (1 Post):

Qualifications

- Bachelor's degree in Information Technology, Computer Science, and Information System or a related field or equivalent experience.
- Master's Degree can be an added advantage
- A minimum of 5 years of experience working in IT operation for a multinational company of which a minimum of 2 years is in managerial position.
- IT related certification (an added advantage).
- Sound knowledge of up to date digital mobile platforms.
- Strong IT background (Technical & future trends).
- Excellent working knowledge of computer systems, security, network and systems administration.
- Strong critical thinking and decision making skills.
- Firm grasps on IT infrastructure and operations best practice.

Roles & Responsibilities

- To assist with the administration of staff joining, leaving or moving within the University in relation to the creation of user accounts, password creation, email accounts and security access ICT Services, Systems and Infrastructure
- To assist with the installation of new hardware as required for new users or network / systems upgrades
- To assist with the maintenance of the ICT asset register, ensuring all assets are tagged and accurately recorded in the register
- To assist with the creation and maintenance of all documentation relating ICT services and procedures
- To assist with and contribute to the ongoing administration and development of the ICT infrastructure
- To assist with the administration and verification of data backups
- To liaise and work with external suppliers and third parties as per any support and third party agreements to the benefit of the University
- To contribute to team meetings and play an active role in the development of the service delivered by the team
- To comply with, and actively support, all the University policies and procedures, and in particular those relating to the delivery of ICT services and information security
- Any other duties as may be assigned by the University.

11. Male Hostel Warden (1 Post)/Female Hostel Matron (1 Post)

Qualifications

- Bachelor degree in Education, Social Work, Community Development, Sociology; Development studies and any relevant field from recognized institutions
- Good command of English and Kiswahili (Verbal and Written)
- At least 3 years working experience preferably with Education Institution or University.

Roles & Responsibilities

- To handle day to day hostel administration
- To take care of the hostel related issues
- To monitor the maintenance of the hostel
- Creating good atmosphere for the students
- Attending and resolving the students minor personal problems and try to sort out as far as possible
- Monitoring the attendance of the students daily to check up their presence in the Hostel.
- Monitor the students discipline, language and good behaviour to improve the performance
- Communicate effectively with students, parents, and other professionals on a regular basis
- Making sure that residents understand and follow any rules and health and safety requirements relating to their accommodation.
- Ensuring that residents treat each other and the staff with respect and consideration.
- Making sure that residents who are ill or have an accident receive appropriate medical treatment.
- Ability to work with minimum supervision.
- Any other duties as assigned by the University

12. Quality Assurance Officer (1 Post)

Qualifications

- Bachelor's Degree in Education, Business Administration, Business Management and Quality Control or equivalent in the same discipline.

- Master's degree in Education, Business Administration, Business Management and Quality Control or its equivalent is preferable.
- A minimum experience of 3 years proven working experience in Quality Assurance, Leadership and Education services.

Roles & Responsibilities

- To develop, strategize, promote and oversee the implementation of the quality assurance policy and its functions within and outside the University;
- To ensure that set performance standards in all aspects of the University functions are appropriate and relevant;
- To develop and periodically updating general operational manuals, quality assurance tools, and internal procedures to guide university-level QA operations, as well as instruments for use in internal assessment and evaluations;
- To advise and provide guidance to implementation units on the execution of QA activities;
- To provide leadership in coordination of internal self-evaluation of quality assurance systems;
- To lead in analyzing all QA reports and identification of issues arising from them for the attention of the management at departmental, faculty/school, college and university levels;
- To facilitate external evaluation of SUMAIT and its academic programmes and administrative units;
- To provide external evaluation results to Management and units; and allow for

Monitoring of implementation of internal and external evaluation recommendations;

- To serve as SUMAIT University contact Officer with the Inter University Council for the East Africa (IUCEA), the Tanzania Commission for University (TCU) and the Tanzania Association of Private University (TAPU) as far as Quality Assurance is concerned.
- Good working knowledge of quality assurance and quality control procedures.
- Strong decision –making skills with ability to respond quickly and accuracy as issues arise.
- Ability to provide administrative and technical directive to quality control personnel.
- Thorough knowledge of applicable domestic and international regulatory regulations and standards is required.
- Strong leadership skills, attention to detail, good verbal and written communication skills, and proven ability to drive change and obtain results.
- Good management skills, able to address critical issues and mentor education program management.
- Any other duties as may be assigned by the University.

13. Maintenance Technician (1 Post)

Qualifications

- Diploma holder in Electrical Engineering/FTC
- A minimum of four years of experience as a mechanical technician in an education field or related industry.
- Extensive knowledge of mechanical engineering designs, installations, maintenance, and repairs.
- Proficiency in mechanical design and diagnostic testing software.

Roles & Responsibilities

- Maintains and repairs University buildings replacing broken windows, changing light bulbs, repairing electrical circuits etc.
- Performs regular inspections and checks of all facilities and equipment within the University in order to identify maintenance needs at an early stage and take swift corrective action.
- A Maintenance Technician requires a diverse mix of both hard and soft skills, particularly manual labour skills, including:-
- Plumbing knowledge to address leaks, clogs or other drainage problems
- Electrical wiring capabilities to manage problems with the building's electricity.
- Carpentry ability to handle basic repairs around the building.
- Grounds keeping if the facilities contain lawns or other outdoor areas in need of maintenance.
- Interpersonal skills to interact with employees or residents of the building in a pleasant manner
- Physical stamina to handle a full shift of being active and working on the University building.
- Exceptional analytical, critical thinking and problem-solving abilities.
- Excellent communication and collaboration skills.
- Great organizational and time management abilities.
- Willingness to perform mechanical maintenance and repairs outside business hours.
- Performing any other duties assigned by the Estate Manager.

14. Editor and Publication Coordinator (1 Post)

Qualifications

- Bachelor's degree in Social Studies
- Master's degree in Journalism, Communication, Mass Communication preferable.
- At least 3 years proven experience in Editorial Works
- At least 3 years proven experience in Journalism Works
- Ability to read, speak and write English and Kiswahili Languages
- Ability in Translation works (English-Kiswahili-English)
- Be conversant in internet operation
- Be computer literate
- Typing skill is an added advantage

Roles & Responsibilities

- Editing and coordinating University Materials for Publication.
- Coordinate contents for the University Prospectus
- Prepare Contents for the University Website
- Prepare Press Releases for the Media
- Prepare speeches for University Occasions
- Prepare University Monthly Newsletter.
- Respond to Media Queries.
- Ability to work with minimum supervision
- Do any other duties as may be assigned by the University.

Mode of Application

Applicants should submit their applications supported by detailed Curriculum Vitae (C.V.), 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). Salary and Remunerations

SUMAIT University offers attractive salary and remunerations according to the University's Salary Scales.

Dead line 24/11/2020

Hand delivered application should reach to Sumait University, Chukwani Street Zanzibar not later than 3:30hrs on 24th November, 2020. Or you can send your application through Email at: info@sumait.ac.tz.

If you need more detail of each position and Job description please visit our [website: www.sumait.ac.tz](http://www.sumait.ac.tz)

Applications should be addressed to:
Vice Chancellor,
SUMAIT University, P.O. Box 1933, Zanzibar.
Email: info@sumait.ac.tz