



ABDULRAHMAN AL-SUMAIT UNIVERSITY

(SUMAIT)

جامعة عبد الرحمن السميث

JOB OPPORTUNITIES

The Abdulrahman Al-Sumait University (**SUMAIT**) is built on the foundation of the former University College of Education Zanzibar established in 1998 by a charity organization; Kuwait based, **Direct Aid (DA)**. In line with this expansion, SUMAIT wishes to invite applications from suitable **qualified Individuals** to fill the vacant administrative posts as follows: -

1. DEPUTY VICE-CHANCELLOR FOR FINANCE AND ADMINISTRATION (DVC (AF)

JOB LOCATION: ZANZIBAR/TANZANIA

The Council of Abdulrahman Al-Sumait University (**SUMAIT**) seeks to recruit a Deputy Vice-Chancellor (Administration and Finance) from suitably qualified and competent with excellent credentials. The Deputy Vice-Chancellor shall work under the directives of the Vice-Chancellor of the University.

The Deputy Vice Chancellor responsible for administration and finance is the principal assistant to the Vice-Chancellor in all matters pertaining to the administration of the University, including the administration of funds, planning and other assets of the University and will act as vice chancellor in the absence of both the Vice-Chancellor and the Deputy Vice-Chancellor responsible for Academic, Research and Consultancy.

The candidate will be responsible for the development and implementation of sound financial and administrative policies needed by the University to realize its mission, vision and strategic objectives.

DUTIES AND RESPONSIBILITIES

Deputy Vice-Chancellor for, Finance and Administration shall: –

- Shall be the overall responsible for direction and administration of the Division of Administration, Finance and Planning of the university.
- Ensure the university Management is properly and promptly advised to comply with all statutory and legal requirements currently in force.
- Be accountable to Vice Chancellor in respect to matters related to Planning, Finance and Administration
- Supervise and maintain acceptable standards of staff.

- Provide leadership and supervisory guidance to the general administration and personnel management of the University.
- Advise the Vice Chancellor on all administrative, personnel, planning and financial matters.
- Ensure implementation of policies and strategies that support the realization of University's overall mission and vision.
- Develop and implement University regulations, policies as well as adhere to national laws and regulations to ensure effective performance and delivery of services.
- Coordinate the design, implementation, revision and evaluation of the University's periodic strategic plan.
- Develop internal and external linkages with other academic institutions, industry, government agencies, funding organizations and other relevant bodies that are beneficial to the university.
- Be responsible for formulating financial, accounting, staff and administrative policies and procedures of the University, prepare budget, and submit audited accounts.
- Perform any other related duties as may be assigned to him or her by the Vice Chancellor or by the University.

Academic Qualifications, Experience, Skills and Competencies

- Be a Professor or an Associate Professor of a recognized University with an earned PhD in a relevant discipline.
- Should have at least ten (10) years of proven experience in management, leadership and administration, three (3) of which should have been at a senior level from a reputable Institution.
- Should have good knowledge and skills of financial management and resource mobilization.
- Should have knowledge and experience in strategic planning and budgeting, policy making and implementation in higher education.
- Understand the relevant policy and legal framework for financial management for higher education in Tanzania.
- Should have good communication, negotiation and people skills.

Tenure:

The Deputy Vice Chancellors Academic Affair and Finance and Administration shall serve the office for a term of four (4) years and may be reappointed for another term of four (4) years subject to the Council recommendations and approval of the Board of Trustees on evidence of excellent performance.

2. INTERNAL AUDITOR POSITION

JOB LOCATION: ZANZIBAR/TANZANIA

Summary Description:

Responsible for evaluating and ensuring that the organization's internal controls and financial records are accurate, effective and comply with regulations. Identify areas for improvement and provide recommendations to enhance operational efficiency and effective risk management.

Duties and Responsibilities:

1. Participates in designing the internal control systems in line with SUMAIT policies.
2. Reviews and evaluates internal controls to ensure that accounting and operational systems provide adequate, timely and accurate information, protection against loss due to negligence, dishonesty or otherwise.
3. Maintains regular checks on the accuracy and adequacy of internal controls, accounting records and operational activities throughout the University in line with observance of standard practice, policies and procedures.
4. Ensures that there is compliance with established policies, procedures, controls and other regulations throughout the University.
5. Ensures that SUMAIT financial policies and procedures comply with approved financial standards, regulations and that the limits of authority on all matters involving finance are adhered to.
6. Verifies SUMAIT income from source to bank and certify that expenditure is properly incurred according to the approved policy and efficiently charged to the relevant codes,
7. Make recommendations from time to time to the Vice Chancellor on necessary checks and changes in the accounting systems and controls.
8. Builds up an effective liaison with external auditors and facilitates the external audits.
9. Consolidates Management responses on the audit queries and ensures audit recommendations are implemented as per Management responses.

Qualifications and Experience:

Applicants must be in possession of full professional qualifications i.e. CPA (T)/ACCA/ACA with working experience of not less than five (5) years in a similar position at a reputable organization.

3. Planning Officer (1 post)

JOB LOCATION: ZANZIBAR/TANZANIA

A successful Planning officer must have great enthusiasm for all planning and great knowledge of relevant techniques and principles. The ideal candidate will also be an excellent communicator and will have experience in managing different planning ventures. The role of Planning Officer is to assist in the planning, development and delivery of agreed aspects of the marketing and 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.

Essential Duties, Tasks & Responsibilities:

- Providing Technical expert on university plans, programmes and projects.
- Assisting DVC Administration in preparing short term plans and ensuring resources allocation.
- Co-coordinating and controlling plans as well as effective and efficient utilization of marketing strategies.
- Co-coordinating Preparation of project write ups.

- Planning developments of various structures at the University Campus e.g. Halls of residence, staff housing, offices, roads, etc.;
- Plans, develop, 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, and systems.
- 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.

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 at least a Master degree of Planning, business administration, development planning and Management or other related field could add advantage of this position.
- Good command of written and spoken English language and knowledge of marketing skills.
- Working experience of at least three (3) years in the same field in higher learning Institution or larger public/private organizations.
- Solid knowledge of marketing and planning techniques and principles.
- Good understanding of market research techniques, statistical and data analysis methods
- Excellent diagnostic and problem-solving skills
- Good knowledge of internet security and data privacy principles

Knowledge, skills and ability 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, marketing, development, and administration within a private institution environment.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- 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.
- Knowledge of faculty and/or staff hiring procedures.

4. UNIVERSITY IMAM AND STUDENT AFFAIRS (1post)

JOB LOCATION: ZANZIBAR/TANZANIA

In pursuit of its vision and mission to provide excellent University education, training and research through fostering knowledge and innovation into quality programmes to suit the needs of society, Umma University invites applications from suitably qualified candidates for the position of University Imam.

Essential Duties, Tasks & Responsibilities:

- The University Imam shall be responsible to the Registrar (Academics, Research and Student Affairs) and is responsible for the spiritual care of all students and staff.
- The Imam meets relevant spiritual needs of the Muslim students and staff community at Umma University.
- The University Imam shall provide counselling on moral values to the students and staff of the University.
- The University Imam shall provide services to all campuses and colleges of the University.
- Co-ordination of students' activities and student welfare; and in this connection, shall have oversight responsibility for sports, games, entertainment, counselling, student organizations, Student Council, student advisory services, career development services and students' personal development.
- Be the Returning Officer during elections of office-bearers of the Student Council/Association
- Provide guidance to professional and social clubs and societies formed by students.
- Inculcate the moral values as contained in the mission and vision of the University.
- Performing such other functions as may be directed by the University Council and the Vice Chancellor.

Qualifications.

- A minimum of master's in Islamic studies
- At least three years of professional ministry and/or leadership experience in a college, university, or similar programme
- Appropriate Islamic background and/or chaplaincy training, including demonstrated skills in community and leadership development, preaching and worship leadership, religious education and programme development, Daawah care, service and social justice leadership, and interfaith engagement.
- Have 3 years' administrative experience, 2 of which must be at the level of Administrative Officer or equivalent.
- Certified for practice by the relevant certifying religious and Government authorities and affiliated to a Religious Islamic equivalent.
- Have strong ICT and communication skills.
- Excellent professional judgment and discretion; ability to work as part of a team; maintains appropriate confidentiality; models integrity, honesty, trust, and professional ethics.
- Demonstrated experience working in spiritually and culturally diverse settings.

5. LEGAL COUNCIL (1 post)

Oversees and manages the provision of all legal services to the University to ensure maximum protection of its legal rights and to maintain its operations within the limits prescribed by law. Provides strategic guidance, consultation, and support to senior University administrators and other members of upper management on a comprehensive range of legal and associated issues involved in carrying out the mission of the University.

Qualifications:

- Bachelor's degree in law or post-graduate's studies and should be accredited by a law school.
- at least 3 or 4 years of experience directly related to the duties and responsibilities.
- Strong organizational abilities and time management skills to handle many cases at once.
- Good research skills and techniques, including using case studies to make supporting claims and arguments
- Knowledge of various legal contracts, documentation, processes and policies
- Analytical ability, logical reasoning and sound judgment when professionally handling cases
- In-depth knowledge of legal specialty, including tax law, real estate, environmental justice and criminal law.

Roles and Responsibilities:

- Provides legal counsel and guidance to the officers of the University and other upper management on all legal matters relevant to a large public institution, including state laws, policies, procedures, rules, and other regulations of the country laws.
- Reviews, research, interpret, and prepare both written and oral opinions on a wide variety of legal issues.
- The Legal Counsel shall be the Secretary of the University Council as well as the Management Committee of the University.
- Reviews contracts, University leases, Memorandum of understanding (MoU) and other legal documents; research legal issues and recommends revisions as necessary.
- Represents or oversees the representation of the University and upper management in judicial and administrative proceedings, and in negotiations with other state agencies.
- Selects and retains outside counsel, as required, to obtain legal opinions or to handle claims and litigation.
- Supervises legal work of other university attorneys, paralegals, and outside counsel, consults on difficult or sensitive issues.
- Provides training to the campus community on various legal issues through seminars and meetings.
- Maintains professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest developments in college and university law and in other related areas.
- Performs miscellaneous job-related duties as assigned.

Knowledge, Skills and Abilities Required

- Ability to provide competent legal advice and counsel to senior university officials on a wide range of legal and policy issues.
- Knowledge of the range of applicable laws and regulations which impact on all facets of university policy and operations.
- Ability to analyze and interpret issues and to prepare legal opinions.
- Knowledge of current and developing legal issues and trends in area of expertise.
- Knowledge of the principles and procedures of legal research.
- Knowledge of contract law.
- Knowledge of legal documentation procedures and requirements.
- Knowledge of community legal resources.

6. Personal Secretary to Vice Chancellor

Job Type: Regular Reporting to Vice Chancellor
Job Location: Abdulrahman Al-Sumait University (SUMAIT)
No. of Position One: (01) fixed term for one year without renewable.

- The post holder will be expected to provide a confidential and professional personal assistant support service to the Vice Chancellor.
- The post holder will report to and work directly with the Vice-Chancellor to frame internal and external activities.
- This is a senior post offering excellent development opportunities within a diverse and complex environment.
- This officer should therefore have previous experience of working in a senior secretariat/ personal assistant role including dealing with a wide range of people.

Qualifications:

- Graduation in any discipline (BA will be preferred or Public Administration) from reputed Institution/university.
- Minimum 4-5 years of proven experience in the relevant field/similar academic institutions and preference will be given to candidates proficient in Drafting skills.
- Strong organizational ability in handling a wide range of tasks and detail oriented.
- Excellent communication skills – Verbal & Written.
- Effective Leadership qualities.

The role comes with the following Responsibilities

- To maintain daily schedules and co-ordination of the Vice-Chancellor's commitments
- To arrange and coordinate appointments and meetings for the Vice Chancellor
- Preparation of all correspondence and other documentation as may be requested by the Vice- Chancellor from time to time

- Advising the Vice Chancellor on impending internal and external work
- To make all logistical arrangements, including travel, for the Vice-Chancellor his/her deputies
- To respond accurately and efficiently to all enquiries from the Vice-Chancellor and his/her deputies, using their own initiative and liaising effectively with internal and external contacts.
- Independently research confidential, controversial and restricted data other material as required by the Vice-Chancellor and his deputies for various projects
- To assist in the preparation of all international travel itineraries and as such, coordinate all arrangements for the international visits where the Vice-Chancellor has involvement
- To appropriately execute any other duties as directed by the Vice-Chancellor, or other senior university officers.
- Any other responsibility assigned by the authority time to time

4. ACADEMIC POSITIONS (5 post)

The Lecturer of History -1, Geography -1, Biology, -1 Mathematics -1, and Information Technology (IT) -1.

JOB LOCATION: ZANZIBAR/TANZANIA

1. FACULTY OF ARTS AND SOCIAL SCIENCES

Department: Social Studies

1. The Lecturer /Senior Lecturer in History (One (1) post)

Job Specification/Consideration.

- Holder of PhD in the field of History from an accredited Higher Learning Institution.
- Holder of a master's degree in the field of History from an accredited Higher Learning Institution with a GPA of 4.0 or above.
- Holder of a bachelor's degree in the field of History from an accredited Higher Learning Institution (First class, or Upper second class, with a GPA 3.5 or above).
- Candidates with additional credentials are encouraged to apply.
- Proof of sufficient publications in the areas of specialization and promotion letter to the rank of Senior Lecturer.
- Applicants must have worked experience of not less than 3 years in teaching, research and publications.
- A successful candidate must possess experience in college level teaching.

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 may be assigned by the university.

2. The Lecturer /Senior Lecturer in Geography (One (1) post)

Job Specification/Consideration.

- S/he should have a minimum of a PhD, substantial teaching and research experience as well as a substantial record of research and publications.
- S/he should have a minimum of a higher degree by research and/or substantial teaching and research experience, as well as publications.
- Holder of a master's degree in the field of Geography from an accredited Higher Learning Institution with a GPA of 4.0 or above.
- S/he must have a bachelor's degree in education with Geography as a teaching subject. (First class, or Upper second class, with a GPA 3.5 or above).
- S/he should be able to teach and carry out research in Geography.

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.
- Proven skills in Geography and related sub-disciplines.
- Ability to apply all the relevant skills in addressing critical issues in Geography.
- Ability to work under pressure and tight deadlines.

FACULTY OF SCIENCES

Department: Natural Sciences

3. The Lecturer/Senior Lecturer in Biology (One (1) post).

Job Specification/Consideration.

- S/he should have a minimum of a PhD **degree in Biology or related field.**
- Holder of a master's degree in the field of Biology from an accredited Higher Learning Institution with a GPA of 4.0 or above.
- S/he must have a bachelor's degree in education with Biology as a teaching subject. (First class, or Upper second class, with a GPA 3.5 or above).
- Evidence of engagement in research
- Evidence of governance and social engagement in Biology or related field.
- Teaching experience at a university or comparable institution will be an added advantage.

Essential Roles and Responsibilities

The successful candidate will be expected to:

- The successful candidate shall be expected to teach Biology Education courses at undergraduate levels.
- Supervise both undergraduate and graduate student research projects
- Conduct research in their area of expertise and complement existing research areas in Molecular and Cell Biology.
- Participate in other academic and professional activities of the department

- Render professional service and carry out any other duties as may be assigned by the Head of Department.
- The candidate should also be able to supervise projects and dissertations at all levels, carry out research individually and in clusters, assess and supervise students on Teaching Practice and carry out extension work.

Department of Computer Science and Mathematics

4. The Assistant Lecturer/ Lecture /Senior Lecture in Information Technologies - IT (Two (2) post).

Job Specification/Consideration.

❖ Lecturer

- Ph.D. in Information Technology or a closely related field (Computer Science, Information Systems, Computer Engineering, ICT, Software Engineering, Artificial Intelligence, Data Science, etc.)
- Master's degree in information technology or a closely related field (Computer Science, Information Systems, Computer Engineering, ICT, Software Engineering, Artificial Intelligence, Data Science, etc.), with G.PA of at least 4.0
- Bachelor's Degree in a relevant field (Information Technology, Computer Science, Information Systems, Computer Engineering, ICT, Software Engineering, Artificial Intelligence, Data Science, etc.), with G.P.A of at least 3.5
- A strong record of research publications in Information Technology or related areas.

❖ Assistant Lecturer

- Master's degree in information technology or a closely related field (Computer Science, Information Systems, Computer Engineering, ICT, Software Engineering, Artificial Intelligence, Data Science, etc.), with G.PA of at least 4.0
- Bachelor's Degree in a relevant field (Information Technology, Computer Science, Information Systems, Computer Engineering, ICT, Software Engineering, Artificial Intelligence, Data Science, etc.), with G.P.A of at least 3.5

Essential Requirements:

- Teaching experience (2–3 years) in core Information Technology and related subjects.
- Strong ability to teach core IT subjects at undergraduate/postgraduate levels, including IT Service Management, E-Learning, Human-Computer Interaction, Software Project Management, Discrete Mathematics, Management Information Systems, Human Resource Information Systems, Computer Graphics, Legal Framework of ICT, Software Engineering, IT Auditing, Computer Programming and Data Structure, and other relevant subjects.
- Familiarity with current trends in Information Technology, including Artificial Intelligence, Big Data, Internet of Things (IoT), Blockchain, Cloud Computing, etc.

- Knowledge of IT management, IT governance, and enterprise systems.
- Proficiency in programming languages such as Java, Python, C++, JavaScript, VB.NET, SQL, and other relevant languages, with experience in software development and web technologies.
- Ability to develop and deliver curriculum on Information Technology topics.
- Research experience and willingness to conduct research in Information Technology and related fields.

5. The Assistant Lecturer / Lecturer in Mathematics (One (1) post).

Job Specification/Consideration.

Qualifications:

❖ Lecturer

- Ph.D. in Mathematics in a closely related field (Applied Mathematics, Pure Mathematics, Computational Mathematics, etc.)
- Master's degree in mathematics or a closely related field (Applied Mathematics, Pure Mathematics, Computational Mathematics, etc.) with G.PA of at least 4.0
- Bachelor's Degree in a relevant field (Mathematics, Applied Mathematics, Computational Mathematics, etc.), preferably with education, with G.P.A of at least 3.5
- A strong record of research publications in Mathematics or related fields

❖ Assistant Lecturer

- Master's degree in mathematics or a closely related field (Applied Mathematics, Pure Mathematics, Computational Mathematics, etc.) G.PA of at least 4.0
- Bachelor's Degree in a relevant field (Mathematics, Applied Mathematics, Computational Mathematics, etc.), preferably with education, with G.P.A of at least 3.5

Essential Requirements:

- Teaching experience (2–3 years) in core Mathematics and related subjects.
- Strong ability to teach core Mathematics subjects, including Calculus, Linear Algebra, Differential Equations, Discrete Mathematics, Probability Theory, Statistics, Numerical Methods, and other relevant subjects.
- Familiarity with mathematical modeling, mathematical logic, and computational mathematics.
- Proficiency in mathematical software such as MATLAB, Mathematica, R, or Python for mathematical modeling and problem-solving.
- Ability to develop and deliver curriculum on Mathematics topics.
- Research experience and willingness to conduct research in Mathematics and related fields.

QUALIFICATIONS OF ACADEMIC STAFF IN GENERAL:

The 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.
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Essential Dutes, Tasks, Rôles & Responsabilités :

- Teaching responsibilities should include undergraduate courses and supervision of students' research.
- Maintain 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.
- Conduct seminars and Tutorials
- Do research and publish in the areas of specialization
- Any other duties as may be assigned by the university.

• Application Procedure:

- Qualified and Interested applicant for the above post is requested to submit application letter, curriculum vitae, and attach copies of Professional Academic certificates to: -recruitment@sumait.ac.tz by 30th March 2025.
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• Applications should be addressed to:

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- **Vice Chancellor,**
- **Abdulrahman Al-Sumait University (SUMAIT),**
- **P.O. Box 1933,**
- **Zanzibar/Tanzania**
- **Email:** recruitment@sumait.ac.tz
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- This advert can also be downloaded from the **SUMAIT** website: www.sumait.ac.tz

