



AL-SUMAIT

ABDULRAHMAN

**UNIVERSITY
(SUMAIT)**

جامعة عبد الرحمن السميّط

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 invites applications from suitable **qualified Individuals** to fill the vacant administrative posts as follows:-

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

The Council of Abdulraman Al-Sumait University (**SUMAIT**) seeks to recruit a Deputy Vice-Chancellor (Finance and Administration) from suitably qualified and competent Tanzanian 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 Planning, 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.
- Have an understanding of 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 (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.

Remuneration:

According to Abdulraman Al-Sumait University (SUMAIT) Salary Scale.

Mode of Application:

Electronic (**email**) **OR** hardcopy applications shall be accepted. Candidates should send:

1. Hardcopy: by courier, a sealed application packs containing six copies of the following:

- a. Signed application letter.
- b. Detailed up-to-date CV including working contact details.
- c. Certified copies of academic transcripts and certificates, national identity card or bio-data page of their passport.
- d. Names and contact details of three referees who should be advised to send confidential references directly to the Search Committee address below. The references should cover the following areas; the candidate's academic credentials, experience, leadership, managerial and administrative skills and personal integrity.
- e. Envelope should be clearly marked **“APPLICATION FOR THE POSITION OF DVC FA”**.

2. Electronic applications should have all the above documents scanned and **emailed** with the subject clearly marked **“APPLICATION FOR THE POSITION OF DVC FA”**.

3. Applications **SHOULD** reach the addressee below by **5:00 p.m. on 30th August 2022** or you can send your application through **Email** at: recruitment@sumait.ac.tz

Applications should be addressed to:

**Secretary to the Search Committee,
SUMAIT University,
P.O. Box 1933, Zanzibar.**

Email: recruitment@sumait.ac.tz

Inquiries can be made through the above email indicating subject as “INQUIRY” or by phone +255 718 822 781 during working hours.

4. Shortlisted applicants **SHALL** be contacted in person.

Abdulraman Al-Sumait University is an Equal Opportunities Employer.



ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT)

جامعة عبد الرحمن السميّط

JOB OPPORTUNITIES

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JOB TITLE: Tutorial Assistant in Physics (1 position)
REPORTS TO: Head of Department of Sciences.

The Administration of Abdulrahman Al-Sumait University (**SUMAIT**) seeks to recruit an exceptional candidates who are energetic, innovative, and solution-oriented persons from Tanzania to apply for an Academic cadres of a Tutorial Assistant in Physics at Natural Science Department.

The University subscribes to the policy of an equal opportunity employer and therefore invites applications from candidates who are interested to work in a thriving University environment and have the requisite skills, Qualifications and experience for various positions as indicated below.

Academic Qualifications, Experience, Skills and Competencies

Tutorial Assistant job description should include these common skills and qualifications:

- The candidate must have Bachelor Degree in Physics or Education with a GPA of at least 3.8 or above and a minimum score of B+ in the relevant subjects or its equivalent
- Solid time management skills with an ability to prioritize work
- Excellent analytical skills and experience creating reports and presentations

DUTIES AND RESPONSIBILITIES

She/he shall be required to perform among other functions the following:-

1. Understudying senior members through attending lecturers, seminars, tutorials and practical training.
2. Assisting in supervision of tutorials, seminars and practical.
3. Assisting in research, consultancy and outreach activities and
4. Performing any other duties that may be assigned by senior members of staff.

GENERAL REQUIREMENT FOR ALL APPLICANTS

- All academic awards should be from recognized Universities and Institutions.
- Candidates pursuing Masters Studies in relevant field will have an added advantage.
- Candidates registered with relevant professional bodies will have added advantage

- All applicants should indicate in their application letter post, the name of the School to which they are applying.
- Age limit: Not above 40 years.

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.

Dead line 25/08/2022

Hand delivered application should reach to **SUMAIT**, Chukwani Street Zanzibar not later than **3:30hrs on 25st August, 2022**. 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.
Email: recruitment@sumait.ac.tz

Shortlisted applicants SHALL be contacted in person.