

ULRAHMAN AL-SUMAIT UNIVERSITY
(SUMAIT)

BOX: 1933 ZANZIBAR TANZANIA
+255-24-2242102
+255-24-2242101
AIL: info@sumait.ac.tz
site: www.sumait.ac.tz



بن السمي

ABDULRAHMAN AL-SUMAIT UNIVERSITY
(SUMAIT UNIVERSITY), ZANZIBAR, TANZANIA

جامعة عبد الرحمن السمي

JOB OPPORTUNITIES

The Abdulrahman Al-Sumait University (**SUMAIT University**) was built on the foundation of the former University College of Education Zanzibar established in 1998 by a charity organization; Kuwait based **Direct Aid (AD)**. In line with this expansion, of **SUMAIT University**. The University is also making restructuring of Programs and Faculties in Education and Administration positions to accommodate the business needs.

Therefore, SUMAIT University wishes to invites applications from suitable Internal and External **qualified Individuals** to fill the Administrative vacant posts as follows:-

1. Personal Assistant / Secretary to the Vice Chancellor (1 post)

Job holder is expected to have personal administrative talent to support and report to the Vice Chancellor. The Personal Assistant provides high-level administrative support to the Vice-Chancellor whose activities are multi-dimensional, extremely complex and externally visible which are paramount to the success, reputation and integrity of the University.

Essential Duties, Tasks & Responsibilities:

- Provides high-level pro-active support to the Vice-Chancellor and to ensure the smooth running of the Vice-Chancellor's office, including effective and complex diary management;
- Provides the exceptional level of organization required in an extremely busy and high profile office;
- Provides a professional interface between the Vice-Chancellor and internal and external contacts;
- Supports the University's priorities as identified by the Vice-Chancellor, including high profile events and visits;
- Promotes a positive image of the University when dealing with internal and external clients;
- Organizes meetings and associated administration;
- Drafts letters and replies for the Vice-Chancellor's signature;
- Deals with enquiries and issues that arise in the Vice-Chancellor's office and on behalf of the Vice-Chancellor, initiating action or referring where appropriate, and making judgments about the urgency of issues;
- Deals with normal and confidential correspondence including e-mails; recording and monitoring deadlines and ensuring appropriate circulation where necessary;
- Arranges visits and meetings.
- Makes travel arrangements, itineraries, reservations and other arrangements with a view to optimizing the use of the Vice-Chancellor's time.
- Prepares monitors and manages the office budget and controlling of the office's petty cash flow.

- Maintains the Vice-Chancellor's diary on a daily basis, prioritizing items for action, with consideration to deadlines and diary commitments.
- Monitors work that enters the office through completion, in consultation with colleagues, and members of the University's management team, as appropriate, and makes arrangements in accordance with the agreed programme

Qualifications:

- Holder of at least Bachelor's degree in Public Administration, Business Administration majoring in Corporate Management or Governance, Mass Communication and Publicity, Business Management or equivalent from a recognized higher learning institution.
- Superior skills in Microsoft Office (Outlook, Word, Excel, Power Point and keynote) and Adobe Acrobat.
- IT skills, including Microsoft Office packages, databases, web and email are essential.
- Must have very good command in English and profound writing skills
Experience: Three (3) years working experience in similar post, two (2) of which must have come from Senior Level in a reputable institutions.

Knowledge, Skills and Abilities Required

- Well developed organizational skills and ability to work on own initiative and make rational, informed decisions.
- Well developed written and oral communication skills.
- Ability to meet the demands of a heavy workload and priorities demands in order to meet deadlines.
- Ability to deal with confidential information and exercise the utmost discretion when dealing with sensitive organizational information and interactions.
- Ability to multitask effectively to a variety of deadlines.
- Excellent problem solving skills.
- Positive, enthusiastic, and customer-friendly approach.

2. Marketing & Planning Officer (1 post)

A successful Marketing & Planning officer must have great enthusiasm for all things marketing and great knowledge of relevant techniques and principles. The ideal candidate will also be an excellent communicator and will have experience in managing different marketing and planning ventures. The role of Marketing/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.

Essential Duties, Tasks& Responsibilities:

- Plans, develops, implements, and coordinates strategic operations 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, Marketing, 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 university's principal executive.
- Contribute in the implementation of marketing strategies of the University.
- 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.)
- 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.
- May represent the university to governmental agencies, funding agencies, national organizations, and/or the general public; may represent the principal executive at various community and/or business meetings, as assigned.
- Plan advertising and promotional campaigns for products or services on a variety of media (social, print etc.)
- Prepare content for the publication of marketing material and oversee distribution
- Conduct market research to identify opportunities for promotion and growth.

Qualifications

- Holder of at least Bachelor's degree in marketing, business administration, development planning and Management, Project Planning and Management or other relevant field of Social science Studies.
- Proven experience of minimum of three (3) years with directly related to the duties and responsibilities specified.
- 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

- Skill 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's 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.

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 14/08/2021

Hand delivered application should reach to **Sumait University**, Chukwani Street Zanzibar not later **than 3:30hrs on 19th August, 2021**. Or you can send your application through Email at: recruitment@sumait.ac.tz

Applications should be addressed to:

**Vice Chancellor,
SUMAIT University,
P.O. Box 1933, Zanzibar.
Email: recruitment@sumait.ac.tz**