

# ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT),



## VACANCY ADVERTISEMENT

Abdulrahman Al-Sumait University (SUMAIT) is looking for qualified and well experienced Tanzanians to fill the following positions:

### 1. INTERNAL AUDITOR

#### 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. Makes 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 similar position at a reputable organization.

### 2. 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)).

**Job Summary:** Assisting the University with duties and responsibilities pertaining to estates development and management.

#### 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.

#### Knowledge, skills, and abilities required.

- Holder of a Diploma in Civil Engineering or Architecture; bachelor's degree could be an added advantage.
- Relevant work experience of three (3) years.

### 3. ICT Software Programmer Officer - (1 Post)

**Job title** : ICT Software Programmer Officer

**Duty station** : Abdulrahman Al-Sumait University (SUMAIT)

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

#### JOB PURPOSE

Abdulrahman Al-Sumait University (SUMAIT) is seeking a highly skilled and motivated ICT Software Programmer Officer to join our ICT Department. The successful candidate will be responsible for designing, developing, and maintaining software applications to support the University's operations and enhance its educational services.

#### KEY DUTIES AND RESPONSIBILITIES

##### Software Development:

- Design, develop, test, and deploy software applications tailored to the University's needs.
- Maintain and update existing software applications to ensure optimal performance.
- Collaborate with stakeholders to gather and analyze requirements for new software projects.

##### System Integration:

- Integrate software applications with existing systems to ensure seamless operation.
- Troubleshoot and resolve software integration issues.

##### Database Management:

- Design and manage databases to support software applications.
- Ensure data integrity and security within all software applications.

##### Technical Support:

- Provide technical support and training to end-users.
- Develop and maintain user manuals and documentation for software applications.

##### Continuous Improvement:

- Stay updated with the latest industry trends and technologies.
- Propose and implement improvements to software development processes and practices.

##### Software Development:

- Design, develop, test, and deploy software applications tailored to the University's needs.
- Maintain and update existing software applications to ensure optimal performance.
- Collaborate with stakeholders to gather and analyze requirements for new software projects.

##### System Integration:

- Integrate software applications with existing systems to ensure seamless operation.
- Troubleshoot and resolve software integration issues.

##### Database Management:

- Design and manage databases to support software applications.
- Ensure data integrity and security within all software applications.

##### Technical Support:

- Provide technical support and training to end-users.
- Develop and maintain user manuals and documentation for software applications.

##### Continuous Improvement:

- Stay updated with the latest industry trends and technologies.
- Propose and implement improvements to software development processes and practices.

#### KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED/ QUALIFICATIONS

- Bachelor's degree in computer science, Software Engineering, Information Technology, or a related field.
- Proven experience as a Software Programmer or similar role, with a minimum of three (3) years of experience.
- Proficiency in programming languages such as Java, Python, C#, or similar.
- Experience with web development frameworks and technologies (e.g., HTML, CSS, JavaScript, PHP).
- Strong understanding of database management systems (e.g., MySQL, PostgreSQL).
- Excellent problem-solving skills and attention to detail.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.

##### Preferred Qualifications:

- Experience in developing software for educational institutions.
- Knowledge of software project management tools and methodologies.

##### Application Procedure:

Qualified and Interested applicant for the above post is requested to submit application letter, curriculum vitae, and attach copies of certificates to: -recruitment@sumait.ac.tz by 10th August 2024.

##### Applications should be addressed to:

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

This advert can also be downloaded from the SUMAIT website: [www.sumait.ac.tz](http://www.sumait.ac.tz)



# ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT)

جامعة عبد الرحمن السميٲ

## 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 ADMINISTRATION and FINANCE (DVC (AF)**

The Council of Abdulraman Al-Sumait University (SUMAIT) seeks to recruit a Deputy Vice-Chancellor (Administration and Finance) from suitably qualified and competent individuals 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 management of 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 Affairs.

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 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 Academic Affairs 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.

### **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**".
2. **Electronic applications** should have all the above documents scanned and emailed with the subject clearly marked "**APPLICATION FOR THE POSITION OF DVC**".
3. Applications **SHOULD** reach the addressee below by **5:00 p.m. on 15th August, 2024** or you can send your application through Email at: **recruitment@sumait.ac.tz**

### **Applications should be addressed to:**

**Secretary to the Search Committee,  
Abdulrahman Al-Sumait University (SUMAIT),  
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 +255 715 492937 during working hours.*

**Shortlisted applicants SHALL be contacted in person | Abdulraman Al-Sumait University is an Equal Opportunities Employer.**