ABDULRAHMAN AL-SUMAIT UNIVERSITY
(SUMAIT UNIVERSITY)
جامعة عبد الرحمن السميط زنجبار

JOB OPPORTUNITIES

The Abdulrahman Al-Sumait University (**SUMAIT University**) was built on the foundation of the former University College of Education Zanzibar (UCEZ) established in 1998 by a charity organization, Kuwait based Africa Muslims Agency (**AMA/Direct Aid**) founded in 1981. Abdulrahman Al Sumait University (**SUMAIT University**) invites qualified Tanzanians and non Tanzanians to fill the academic and administrative vacant posts as follows:

1. Laboratory Technician

Job title: Laboratory Technician
Duty station: SUMAIT University (Alhajiry Dispensary)
Reporting to: Alhajiry Dispensary Head

Laboratory technician is the backbone of a scientific research lab. His/her work is almost entirely laboratory-based and technicians may work alone or as part of a team of scientific staff. They can work in most areas of science including forensics, health and Dispensary.

Roles & Responsibilities
- To provide information for patient's diagnosis treatment by performing laboratory tests.
- Maintain all medical equipments and materials
- Reports to the SUMAIT University Dispensary Doctor.
- To perform basic laboratories procedures such as testing specimen and record results.
- Performs any other duties that may be assigned to him or her by senior

Knowledge, skills and abilities required

- Holder of diploma in Clinical laboratory or equivalent from a recognized Institution.
- Three years of experience in Health Centre, Dispensary others.
- Fluency in English and Swahili (both written and spoken).
- Basic computer knowledge (Word and Excel) and skills in Lab information systems is desirable.
- Analytical approach to work and professionalism.

2. Professor/Senior Lecturer/Lecturer (Clinical Psychology):

Job title: Clinical Psychology
Duty station: SUMAIT University
Reporting to: Dean of Social science

Roles & Responsibilities
- To teach Diploma, 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.

Knowledge, skills and abilities required
- Applicants must be holders of a Associate Professor or equivalent
- Master degree with GPA not less than 4 out or 5 or equivalent in the same discipline.
- Bachelor degree with GPA not less 3.5 out of 5 or equivalent in the same discipline.

3. Professor/Senior Lecturer/Lecturer Education Psychology:

Job title: Education Psychology
Duty station: SUMAIT University
Reporting to: Dean of Education

Roles & Responsibilities
- To teach Diploma, 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.

Knowledge, skills and abilities required
- Applicants must be holders of a PHD or equivalent
- Master degree with GPA not less than 4 out or 5 or equivalent in the same discipline.
- Bachelor degree with GPA not less 3.5 out of 5 or equivalent in the same discipline.

4. Assistant Lecturer (Business Administration Lecturers)

Job title: Business Administration Lecturers
Duty station: SUMAIT University
Reporting to: Dean of Social science

Roles & Responsibilities
- To teach Undergraduate students, Diploma and Certificates students
- Conduct seminars and Tutorials
- Do research and publish in the areas of specialization
- Any other duties as may be assigned by the university.

Knowledge, skills and abilities required
- Master degree with GPA not less than 4 out or 5 or equivalent in the same discipline.
- Bachelor degree with GPA not less 3.5 out of 5 or equivalent in the same discipline.

5. Tutor of Accountancy

Job title: Tutor of Accountancy
Duty station: SUMAIT University
Reporting to: Director of Professional Centre of Continuing Education

Roles & Responsibilities
- To teach Diploma and Certificates students
- Conduct seminars and Tutorials
- Any other duties as may be assigned by direct supervisor.

Knowledge, skills and abilities required
- Bachelor degree in Accounting with good GPA or equivalent in the same discipline.
- If have CBET training could add advantage
- Two years of experience teaching in vocational training

6. Tutor of Logistic & Chain Supply Management

Job title: Tutor of Logistic & Chain Supply Management
Duty station: SUMAIT University
Reporting to: Director of Professional Centre of Continuing Education

Roles & Responsibilities
- To teach Diploma and Certificates students
- Conduct seminars and Tutorials
- Any other duties as may be assigned by direct supervisor.

Knowledge, skills and abilities required
- Bachelor degree in Logistic and Chain Supply Management with good GPA or equivalent in the same discipline.
- If have CBET training could add advantage
- Two years of experience teaching in vocational training

7. Quality Assurance Officer

Job title: Quality Assurance Officer
Duty station: SUMAIT University
Reporting to: DVC (Administration and Finance)
Quality Assurance Officer will lead the development, implementation and review of the University's quality assurance systems and processes for taught courses and research degrees. QAO makes sure that the University products and services meet and maintain set standard to achieve Mission and Vision of the university.

Roles & Responsibilities
- To oversee active role in ensuring that quality assurance and enhancement activities throughout issues the University.
- To play an active role in ensuring that quality assurance and enhancement issue are appropriately considered throughout the University.
- Devise procedures to inspect and report quality issues
- Supervise and guide inspectors, technicians and other staff
- Appraise customers' requirements and make sure they are satisfied
- Report all malfunctions to production executives to ensure immediate action
- Facilitate proactive solutions by collecting and analyzing quality data
- Review current standards and policies

Knowledge, skills and abilities required

- Holder of BSc/BA in business administration, Quality Assurance, statistics, Project Management, IT or equivalent from a recognized Institution. If applicants posses a Master degree could add values to the post.
- If the Candidates possess Certification of quality control is a strong advantage
- Proven experience as a quality assurance staff or relevant role

- Thorough knowledge of methodologies of quality assurance and standards
- Excellent numerical skills and understanding of data collection and analysis/statistical methods
- Good knowledge of MS Office and databases
- Outstanding communication skills

8. Internal Audit Officer

Job title: Internal Audit Officer
Duty station: SUMAIT University
Reporting to: Board of Trustee

The Internal Auditor Officer has overall responsibility for the Internal Audit functions of the University. The position is responsible for ensuring Internal Audit is closely aligned with industry best practices in executing the duties across the University business and financial service sector at large. Works to ensure roles, responsibilities, and results are efficiently coordinated and collectively optimizing the effectiveness of risk management, control and governance of the University.

Roles and Responsibilities

- Lead Internal Audit's change initiatives by implementing action plans relating to risk assessment and annual planning, audit execution, audit reporting, staff recruitment and development, audit technology, and Audit Committee reporting.
- Lead Internal Audit's annual risk assessment and enterprise risk assessment and planning process to develop the audit plan and ensure the plan is responsive to and aligned with the risk profile of the University.
- Oversee the execution of individual audits defined in the audit plan ensuring the highest level of service quality and client satisfaction.
- Issue all Internal Audit reports ensuring the reports are clear, concise, identify root causes with practical solutions, and ultimately provide value to management.
- Meet regularly with the Audit Committee to report the status of Internal Audit's ongoing monitoring activities, educate/inform the committee of emerging risks and/or exposures (whether internal or external to the bank) that should be considered, and serve as a "thought leader" with respect to risk management and internal control best practices.
- Proactively inform senior management of significant risks or exposures related to internal controls, compliance, and/or governance requiring prompt attention.

Knowledge and Skills:

- Knowledge of Generally Accepted Auditing Standards
- Knowledge of Accounting and Finance Principles and Practices
- Knowledge of a variety of reporting procedures, regulations and law
- Planning and Time Management
- Effective Communication and Human Relations skills
- Critical Thinking and Analysis
- Technology Proficient (excel, word, ACL, ability to learn new software)

Experience and Qualifications:

- Bachelor's Degree in Accounting & Finance or other closely related field.
- Certified Public Accountant (CPA) is required. Certified Internal Audit (CIA) or any other relevant professional qualification shall be added advantage.
- A minimum of 3 or more years' experience in auditing or managing finances of a financial institution with at least three (3) years in a Management role.

9. TUTORIAL ASSISTANT B (Physics, Chemistry, Biology).

Job title: Tutorial Assistant B (Physics, Chemistry, Biology).
Duty station: SUMAIT University
Reporting to: Head of Department

Roles & Responsibilities
- To teach Diploma, Certificates and support the Senior Lecturer in the Field
- Assist the preparation of conducting seminars and Tutorials programs
- Any other duties as may be assigned by the university.

Knowledge, skills and abilities required
- First degree of Science with GPA not less than 4. 5 out or 5 or equivalent in the same discipline.
- Bachelor degrees of only graduated students from SUMAIT University.

10. Assistant Network and Systems Administrator

Job title: Assistant Network Engineer
Duty station: SUMAIT University
Reporting to: IT Manager

Roles & Responsibilities
- Should have strong understanding of network infrastructure and network hardware
- Administer, and troubleshoot network devices including WAPs, firewalls, routers, switches, and controllers
- Lead system administration on both Linux and Windows platforms, application transport and network infrastructure protocols is highly desired
- Professional certification from Cisco and Microsoft will be an advantage
- Maintenance of ICT lab computers.
- Monitoring and supervising ICT labs

Knowledge, skills and abilities required
- Bachelor degree or Diploma in Information Technology or related field of study with a network engineering focus.
- A minimum of two years' experience in the field is paramount.
- A self-starter able to work independently but comfortable working in a team environment.
- Good analytical and problem-solving skills.
- Dependable and flexible when necessary.

11. ICT Officer

Job title: ICT officer
Duty station: SUMAIT University
Reporting to: IT Manager

Roles & Responsibilities
- Create and manage university's website
- Manage various system applications
- Create and manage spreadsheets with large numbers of figures
- Verify data by comparing it to source documents
- Update existing data

- Any ICT related tasks

Knowledge, skills and abilities required
- Bachelor degree or Diploma in Information Technology or related field of study with focus on website.
- A minimum of two years' experience in the field is paramount.
- A self-starter able to work independently but comfortable working in a team environment.
- Good analytical and problem-solving skills.
- Dependable and flexible when necessary.

12. Admission Officer

Job title: Admission officer
Duty station: SUMAIT University
Reporting to: Director of Admission and Registration

Roles & Responsibilities
- Processing of applications in accordance with admission procedures of the University
- Manage online admission system
- Dealing with admission related queries from parents and students
- Any Admissions related tasks

Knowledge, skills and abilities required
- Bachelor degree or Diploma in Information Technology or related field of study with strong administrative skills
- A minimum of two years' experience in the field is paramount.
- IT knowledge is mandatory
- Strong interpersonal and communication skills.
- Good analytical and problem-solving skills.
- Dependable and flexible when necessary.

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.

Salary and Renummerations

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

Dead line 30/01/2020

Hand delivery should reach to the **Abdulrahman Al-Sumait University**, Chukwani Street Zanzibar not later than 3:30hrs on 30th January, 2020. Or send your application through **Email:** info@sumait.ac.tz

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