



ABDULRAHMAN AL-SUMAIT 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 Academic and administrative posts as follows:-

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

The Council of Abdulrahman 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 28th April 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.

2. Senior Lecturer /Assistant or Associate Professor of Clinical or Counseling Psychology) (1 Posts)

The Department of Counseling and Psychology at Sumait University Zanzibar invites applications for the forthcoming new program of post graduate/ Master of Clinical Psychology Degree. The Applicant should be a full-time, tenured position at the rank of Senior Lecturer, Associate or Full Professor. Start date is October 2022.

Qualifications:

- Bachelor degree in General Psychology/Guidance and Coucelling or Clinical Psychology with GPA not less than 3.5 out of 5 or equivalent in the same discipline.
- Master's degree in Clinical or Counseling Psychology with GPA not less than 4 out of 5 or equivalent in the same discipline.
- A PhD is preferred (**Clinical or Counselling Psychology considered**). A successful candidate must possess experience in college level teaching. All specializations will be considered. Candidates with additional credentials are especially invited to apply.
- Meets criteria for tenure at the Associate- or Full- level, including scholarly record, teaching effectiveness, and record of service.

Essential Duties, Tasks, Roles &Responsibilities:

- Teaching responsibilities should include under/postgraduate and graduate courses in clinical psychology; supervise and Master's student research.
- Maintain an active research program that results in publishing in peer-reviewed journals and obtaining external funding for research
- Designing/Develop under/post graduate academic programs.
- Providing counseling sessions as a related service for eligible students.
- Supervise undergraduate/postgraduate researches.
- Provide service to the Department, College, University, and profession
- Supervise practicum and internships.
- Applicants should have experience in Counseling/clinical practices.
- Any other duties as may be assigned by the university.

3. JOB TITTLE: Laboratory Technician (3 positions)

- 1. Chemistry Lab Technician - 1**
- 2. Biology Lab Technician – 1**
- 3. Physics Lab Technician - 1**

Lab technician is responsible for the operations and maintenance works of laboratories. They are responsible for monitoring and doing the installation process of all equipment, devices, items, chemicals, and electronics. They are responsible of equipment and material testing, chemical processes monitoring, and devices troubleshooting to ensure the proper fitting and preparation of Lab components before each experimentation work as part of quality assurance.

Qualifications

1. Holder of an Ordinary Diploma in Science and Laboratory Technology or any closely related field from recognized institutions with a good **GPA**.
2. If the candidate holds a bachelor degree of Technology in Laboratory science or any closely related field could add advantage of this position.
3. Have required knowledge, experience, and skills in their related fields for safe equipment testing, element fitting, operating, maintaining and troubleshooting, in the relevant laboratories.
4. Be able to act professionally in all situations.
5. Possess excellent communication, interpersonal and supervisory skills
6. Be analytical, critical, results-oriented, innovative, visionary and a good team player.
7. Have the ability to work in teams under pressure and flexible to work different working hours (night / day) shifts if required or necessary

Roles & Responsibilities

Laboratory Technicians will perform the following laboratory tasks:

- Preparing and setting up the laboratory for lecturers and students' use;
- Liaising with academic staff to discuss timetables, equipment requirements and work plans;
- Training users on how the use of new devices, chemicals, materials equipments, hardware or software.
- Testing, diagnosing, troubleshooting, and ensuring that all lab equipment are functioning properly and is ready to use, and that the right materials, chemicals, elements, or software are available for particular lectures/instructions;
- Paying close attention to the user's description of their practical-work problems, and asking questions to identify the problem and determine how to solve them.
- Running trials of experiments prior to classes and then demonstrating techniques for experiments;
- Supporting the work of teachers and students during laboratory sessions, and giving technical advice;
- Working with individual students and supporting them on research projects;
- Record keeping, e.g. for student practical's, tracking methods, results, etc;
- Maintaining and repairing equipment and laboratory apparatus;
- Ensuring that items, devices, and other lab equipment are properly cleaned and those chemicals and other materials are appropriately stored.
- Doing other lab-related duties that may be assigned by the concerned department or lab lecturer.

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

Job holder is expected to have personal administrative skills and talents 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 float.
- 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 to 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 Diploma or 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 of English and profound writing skills.
- Three (3) years working experience in similar post, two (2) of which must be from Senior Level in a reputable institution.

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.

5. Planning Officer (1 post)

As part of a team, **the Planning Officer** will assist with the development, implementation and continual improvement of the **University's** planning, quality and marketing strategy. 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.

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;
- Plans, develops, 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, 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.)
- 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 Planning, business administration, development planning and Management, Project Planning and Management or other relevant field of Studies.
- Possession of Masters in Planning, business administration, development planning and Management or other related field is an added advantage.
- Good command of written and spoken English language and possession of marketing skills;
- Working experience of at least three (3) years in the same field in higher learning Institution or large/reputable 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

Knowledge, skills and ability required

- Skilled in Planning and budget preparation and fiscal management.
- Skilled in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skilled 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.

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. 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 28/04/2022

Hand delivered application should reach to **SUMAIT**, Chukwani Street Zanzibar not later **than 3:30hrs on 28th April, 2022**. Or you can send your application through: **Email at:** recruitment@sumait.ac.tz

Applications should be addressed to:

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

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