



ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT),

JOB OPPORTUNITIES

The Abdulrahman Al-Sumait University (**SUMAIT**) is built on the foundation of the former University College of Education Zanzibar (UCEZ) established in 1998 by a charity organization, Kuwait based, **Direct-Aid (DA)**. In line with her expansion, the University is also restructuring her programs and creating positions to accommodate her current needs.

Therefore, Abdulrahman Al-Sumait University (SUMAIT) wishes to invite applications from suitably **qualified and competent Individuals** to fill the academic and Administrative vacant posts as follows: -

1. FACULTY OF ARTS AND SOCIAL SCIENCES

Department: Social Studies

- i. Lecturer /Senior Lecturer in History (**One (1) post**)
- ii. Lecturer /Senior Lecturer/Associate Professor in Geography (**One (1) post**)

2. FACULTY OF SCIENCES

Department: Natural Sciences

- i. Assistant Lecturer /Lecturer/Senior Lecturer/ Associate Professor in Biology (**One (1) post**).

3. Department: Mathematics and Computer Science

- i. Lecturer/Senior Lecturer/Associate Professor in Mathematics (**One (1) post**)

QUALIFICATIONS:

1. Lecturer/ Senior Lecturer

- Holder of PhD plus a Master's degree with a GPA of 4.0 or better and Undergraduate Degree with a minimum GPA of 3.5 in the relevant field.
- A successful candidate must possess experience in college level teaching.
- Candidates with additional credentials are encouraged to apply.

2. Assistant Lecturer

- Holder of master's degree with a GPA of at least 4.0 and an Undergraduate Degree with a minimum GPA of 3.5 in the relevant field.
- Prior experience in teaching at university level is an added advantage.

3. Essential Roles and Responsibilities

- Teaching responsibilities will include undergraduate courses and supervision of students' research.
- Maintaining an active research program that results in publishing in peer-reviewed journals and obtaining external funding for research.
- Designing/Develop undergraduate and graduate academic programs.
- Any other duties as may be assigned by the university.

ADMINISTRATIVE POSITIONS

1. University Male Hostel Warden - (1 Post)

Job title: University Male Hostel Warden

Duty station: Abdulrahman Al-Sumait University (SUMAIT)

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

JOB PURPOSE

The responsibility of Hostel Warden is responsible for the day-to-day operations of the hostels to provide high quality support services to the students. He is also responsible for spiritual care, welfare, discipline of students residing in the hostels and ensuring proper maintenance and cleanliness of hostel facilities and maintaining a friendly environment in which each student can live and learn.

KEY DUTIES AND RESPONSIBILITIES

- Be responsible for the health, hygiene and general welfare of the students residing in the halls of residence.
- Attend to all matters of health, sickness, diet, sanitation, and cleanliness.
- Ensure that students observe the rules framed for their guidance and maintenance of decorum.
- Ensuring high standard of cleanliness and hygiene in all the hostels are maintained.
- Compile relevant reports for action and make monthly returns of students' bed occupancy returns for management use and any other duties as may be assigned by a senior officer.
- Innovate, plan, implement, supervise, and monitor activities and annual action plans and budgets.
- Plan for and supervise accommodation facilities for all categories of students.
- Provide basic counseling services for the students.
- Ensure Health and Safety measures in all the university Hostels and our affiliated hostels in and outside the University.
- Responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer of the University. Will periodically verify the furniture and fittings of the hostel

with the assistance of the Office Assistant and act for their repairs/replacement or for obtaining additional furniture.

- Providing relevant information about the students whenever it is required.
- Coordination of provision of health services
- In liaison with the health officer, offering appropriate first aid support.
- Taking part in implementation fire drills, crime prevention and health & safety awareness initiatives.
- Maintaining accurate records and writing reports to help to identify trends that may require action.
- To coordinate with the management for framing policies, rules, and regulations.
- To perform any other duties assigned from time to time.

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED/QUALIFICATIONS

- Bachelor's degree in education, Social Work, Counselling Psychology, Community Development, Sociology; Development studies and any relevant field of Social Science from recognized institutions.
- At least 3 years working experience preferably with Education Institution or University as a hostel warden in college/university or similar.
- Good problem solving, communication and interpersonal skills.
- Patient, empathetic and maintain a professional image.
- Proactive, take personal responsibility and could go beyond the call of duty.
- A team player and is energetic, engaging, approachable and available to all students.
- Good computer skills in Word and Excel
- Good command of English and Kiswahili (Verbal and Written)

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 by one's reporting.
- Any other duties as may be assigned by direct supervisor.

Knowledge, skills, and abilities required.

- Holder of a bachelor's degree in, Environmental Engineering, Architecture, Building Economics, Civil Engineering, OR Land Management and Valuation.
- Preferably be registered as a professional Engineer/Valuer with the relevant Authorities.
- Relevant work experience of three (3) years

3. Planning Officer (1 post)

The role of Planning Officer is to assist in the planning, development, and delivery of agreed aspects of the Planning, widening access and community engagement activities and student recruitment activities for the University. As part of a team, the Planning Officer will assist with the development, implementation and continual improvement of the University's planning, quality, and risk systems.

Position: Planning Officer

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

Location: Abdulrahman Al-Sumait University (SUMAIT), Chukwani (Zanzibar)

Qualifications:

- Holder of at least bachelor's degree in planning, development planning and Management, Project Planning and Management or other relevant field of social science Studies.
- If the applicant possesses a Master of Planning, development planning and Management or other related field could be an added advantage.
- Working experience of at least three (3) years in the same field in a higher learning Institution or large/reputable public/private organizations.
- Excellent diagnostic and problem-solving skills.

Roles and Responsibilities:

- Providing Technical expert on university plans, programs, and projects.
- Assisting DVC(AF) in preparing short term plans and ensuring resources allocation.
- 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, 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 organization's principal executive.
- 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.

Knowledge, Skills and Abilities Required

- Skills 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, development, and administration within a private institution environment.
- 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.

4. Marketing Officer (1 post)

Job title: Marketing Officer
Duty station: Abdulrahman Al-Sumait University (SUMAIT)
Reporting to: Head of Registration, Admission and Certification

Roles & Responsibilities

- Contribute to the implementation of marketing strategies.
- 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.)
- Liaise with stakeholders and vendors to promote success of activities and enhance the university's presence.
- See all ventures through to completion and evaluate their success using various metrics.
- Prepare content for the publication of marketing material and oversee distribution.
- Conduct market research to identify opportunities for promotion and growth.
- Collaborate to prepare budgets and monitoring expenses for marketing.
- Assists in managing exhibition stands e.g., Trade Fairs, TCU Exhibitions; vii. Open Day exhibition, etc.
- Organise marketing events and other internal events.

Knowledge, skills, and abilities required.

- Holder of a bachelor's degree in science or arts in marketing, business administration or relevant field.
- Proven experience as a marketing officer or similar role
- Solid knowledge of marketing techniques and principles
- Relevant work experience of three (3) 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. Foreign awards should be verified by Tanzania Commission for Universities (TCU).

GENERAL CONDITIONS

1. Applicants should apply to the strength of the information given in this advertisement
2. Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU), otherwise, your request will not be considered.
3. Presentation of forged certificates and other information will necessitate legal actions.
4. Only shortlisted candidates will be called for interview.

Salary and Remunerations

Abdulrahman Al-Sumait University (SUMAIT) offers attractive salary and remunerations according to the University's Salary Scales.

Deadline 29/03/2024

Hand delivered application should reach Abdulrahman Al-Sumait University (SUMAIT), Chukwani Street Zanzibar not later **than 3:30hrs on 29th March 2024**. 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/Tanzania
Email: recruitment@sumait.ac.tz**