



ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT)

جامعة عبد الرحمن السعدي

JOB OPPORTUNITIES

Abdulrahman Al-Sumait University (SUMAIT) is built on the foundation of the former University College of Education Zanzibar, established in 1998 by the Kuwait-based charity organization, Direct Aid (DA). The university is committed to academic excellence, ethical leadership, and community service. In line with its ongoing expansion and institutional strengthening, SUMAIT invites applications from suitably qualified individuals to fill the following administrative position:

JOB TITTLE: University Bursar (1 position)

REPORTS TO: Deputy Vice Chancellor Administration and Finance.

The Administration of Abdulrahman Al-Sumait University (SUMAIT) seeks to recruit an exceptional candidate who is energetic, innovative, and solution-oriented to fill the position of **University Bursar**. This role is central to the financial management and consultancy activities of the university. The University Bursar shall be responsible for the Vice Chancellor through the Deputy Vice Chancellor for Administration and Finance for the financial administration of the University.

DUTIES AND RESPONSIBILITIES

The University Bursar shall be required to perform, among other functions, the following:

1. Serve as Head of the Accounts and Finance Section, assisting in the development and implementation of goals, policies, priorities, and procedures related to financial management, budgeting, accounting, and payroll.
2. Oversee the management of all financial data entry systems, including accounts receivable and payable.
3. Prepare and maintain accurate bank reconciliations.
4. Ensure adherence to all financial rules and regulations, in coordination with the Vice Chancellor and Deputy Vice Chancellor (Administration and Finance).
5. Contribute to financial planning, budgeting, and budget control processes.
6. Prepare periodic financial reports for internal stakeholders and external auditors.
7. Monitor and follow up on outstanding debts and ensure timely recovery.
8. Prepare and submit balance sheets and other financial statements as required.
9. Provide expert advice on financial and accounting matters to the Deputy Vice Chancellor (Administration and Finance) and the Vice Chancellor.
10. Attend selected management and administrative meetings as invited by the university executives.

Academic Qualifications, Experience, Skills and Competencies

Common Skills and Qualifications for a University Bursar:

- Master's degree in accounting, Finance, Business Administration, or related field.
- Professional certification such as CPA (Tanzania), ACCA, or equivalent is highly desirable.
- At least 5 years of experience in financial management, preferably in higher education or public sector.
- Proven track record in budgeting, financial reporting, and strategic financial planning.
- Experience in managing audits, procurement processes, and compliance with national financial regulations.
- Strong leadership and team management skills.
- High level of integrity, accountability, and ethical conduct.
- Excellent analytical and problem-solving abilities.
- Proficiency in financial software and enterprise resource planning (ERP) systems.
- Effective communication and interpersonal skills.
- Ability to work under pressure and meet tight deadlines.
- Sound judgment and decision-making capabilities.
- Commitment to continuous improvement and institutional development.

Mode of Application

Interested applicants should submit their applications accompanied by the following documents:

- A detailed and updated Curriculum Vitae (CV)
- Certified copies of academic and professional certificates
- Names and contact details (postal address, email, and phone number) of **three non-relative referees** who can be contacted for references
- Verification of foreign academic awards by the **Tanzania Commission for Universities (TCU)** is mandatory.

Salary and Remunerations

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

Deadline 15/11/2025

Hand delivered application should reach **SUMAIT**, Chukwani Street Zanzibar not later **than 3:30hrs on 15th November 2025**. 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.

Email: recruitment@sumait.ac.tz

Shortlisted applicants SHALL be contacted in person.