



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 **Direct Aid (DA)**. In line with its expansion, the University is restructuring Programs and Faculties to meet her academic and administrative needs.

Therefore, the university wishes to invite applications from suitably qualified Individuals to fill the administrative vacant post of Cashier at her Finance Office.

1. University Cashier (1 position)

Position: University Cashier

Reports to: University Bursar

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

Purpose of the Role:

The Cashier is responsible for handling all cash transactions, ensuring accurate record-keeping, and providing efficient financial services to students, staff, and other stakeholders. The role supports the university's financial operations by maintaining transparency, accountability, and compliance with Tanzanian financial regulations.

Key Responsibilities:

- Receive and process tuition fees, service charges, and other payments.
- Issue receipts and maintain daily cash records.
- Prepare and reconcile daily cash reports.
- Deposit collected funds into designated university bank accounts.
- Assist students and staff with payment-related inquiries.

- Ensure compliance with university financial policies and Tanzanian tax regulations.
- Safeguard cash and maintain confidentiality of financial information.
- Assisting with the preparation of annual, quarterly, and monthly budget reforecasts for project operations expenses.

2. Required Qualification.

- Diploma in Accounting, Finance, Business Administration, or related field.
- Professional qualification such as ACA, ACCA, or CPA will be considered an added advantage.
- A bachelor's degree in a related field will be considered an added advantage.
- Minimum of 2–3 years post-qualification experience in cashiering or financial administration.
- Strong numerical and organizational skills.
- High integrity, honesty, and attention to detail.
- Good communication and customer service skills.
- Familiarity with Tanzanian financial compliance standards is an added advantage.

3. Competencies:

- Accuracy and attention to detail.
- Ability to work under pressure and meet deadlines.
- Strong ethical standards and accountability.
- Proficiency in basic accounting software and Microsoft Office tools.

4. Working Relationships

- **Internal:** Interacts and works closely and on a regular basis with the Finance Controller, Bursar and DVC Administration and Finance.
- **External:** Interacts as required with other stakeholders of the University, in collaboration with the University Bursar as appropriate.

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 15/04/2026

Hand delivered application should reach to Abdulrahman Al-Sumait University (SUMAIT), Chukwani Street Zanzibar not later **than 3:30hrs on 15th May 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/Tanzania
Email: recruitment@sumait.ac.tz**

