



# ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT UNIVERSITY), ZANZIBAR, TANZANIA

جامعة عبد الرحمن السميظ زنجبار

## **JOB OPPORTUNITIES**

The Abdulrahman Al-Sumait University (**SUMAIT University**) was built on the foundation of the former University College of Education Zanzibar established in 1998 by a charity organization; Kuwait based **Direct Aid (AD)**. In line with this expansion, of **SUMAIT University - Zanzibar**. The University is also making restructuring of Programs and Faculties in Education and Administration positions to accommodate the business needs.

**Therefore**, SUMAIT University wishes to invites both applications from suitable Internal and External **qualified Individuals** to fill the academic and Administrative vacant posts as follows:-

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

- 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.

## **2. Senior Lecturer /Assistant or Associate Professor (Education Curriculum and Instruction) (1 Post)**

### **Qualifications**

- Master's degree in Education Curriculum with GPA not less than 4 out of 5 or equivalent in the same discipline.
- A PhD in Education Curriculum is preferred (**Education Curriculum 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.

### **Roles & Responsibilities**

- Teach 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.

## **3. Lecturer / Assistant Lecturer Education Psychology:**

**Job title: Education Psychology - (1 post)**

**Duty station: SUMAIT University**

**Reporting to: Dean of Education**

### **Roles & Responsibilities**

1. Teach Undergraduate and post graduate students
2. Conduct seminars and Tutorials
3. Supervise practicum and internship
4. Any other duties as may be assigned by the university.

### **Knowledge, skills and abilities required**

- Master degree in Education Psychology with GPA not less than 4 out of 5 or equivalent in the same discipline.
- Preferably with a PhD in Education Psychology or its equivalent.

## **4. Senior Lecturer /Assistant or Associate Professor (Physics) (1 Posts)**

### **Qualifications**

- Master's degree in Physics with GPA not less than 4 out of 5 or equivalent in the same discipline.
- PhD in Physics or its equivalent is preferable. A successful candidate must possess experience in college level teaching. All specializations will be considered. Candidates with additional credentials are especially invited to apply.

### **Roles & Responsibilities**

- Teach 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.

## **5. Lecturer/Assistant Lecturer in Chemistry:**

**Job title: Chemistry Lecturer – (1 Post)**

**Duty station: SUMAIT University**

## Reporting to: Head of Science Department

### Roles & Responsibilities

6. Teach Undergraduate and post graduate students
7. Conduct seminars and Tutorials
8. Do research and publish in the areas of specialization
9. Any other duties as may be assigned by the university.

### Knowledge, skills and abilities required

- Master degree in Chemistry with GPA not less than 4 out of 5 or equivalent in the same discipline.
- Preferably with a PhD in Chemistry or its equivalent.
- Bachelor degree in Chemistry with GPA not less 3.5 out of 5 or equivalent in the same discipline.

### 6. Senior Lecturer /Assistant or Associate Professor (Islamic Shari'ah and Jurisprudence) (1 Post)

#### Qualifications

- Master's degree in Sharia and Islamic Jurisprudence with GPA not less than 4 out of 5 or equivalent in the same discipline.
- PhD in Shariah and Islamic Jurisprudence is preferable. A successful candidate must possess experience in college level teaching. All specializations will be considered. Candidates with additional credentials are especially invited to apply.
- Fluent in Arabic and English Language (Writing and Speaking)
- Any other duties as may be assigned by the university.

### Roles & Responsibilities

- To teach Islamic Culture in English to Undergraduate students.
- To conduct seminars and tutorials.
- To do research and publish in the areas of specialization

### 7. JOB TITLE: Laboratory Technician (2 positions)

#### 1. Biology Lab Technician – 1

#### 2. 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, electronics, and software configuration. They are responsible of equipment and material testing, chemical processes monitoring, and computer troubleshooting to ensure the proper fitting and preparation of Lab components before each experimentation work as part of quality assurance.

They technician also assist lecturers in their lab works, and helps students doing their experiments and solve related issues during various classes in the labs. Also, the technicians may have supervisory roles where they are responsible for managing and training duties as assigned by the concern lecturers and tutors.

#### Qualifications

1. Holder of a bachelor's degree in Biology and Physics, or any closely related field from recognized institutions with a minimum **GPA of 3.5**.
2. Have required knowledge, experience, and skills in their related fields for safe equipment testing, element fitting, operating, maintaining and troubleshooting, in the relevant laboratories.
3. Be able to act professionally in all situations.
4. Possess excellent communication, interpersonal and supervisory skills
5. Be analytical, critical, results-oriented, innovative, visionary and a good team player

6. 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.

## **8. IT Technician (2 posts)**

SUMAIT University is looking for a qualified IT Technician that will install and maintain computer systems and networks aiming for the highest functionality.

A successful IT Technician must have a thorough knowledge of computer software and hardware and a variety of internet applications, networks and operating systems. The ideal candidate will also have great troubleshooting abilities and attention to detail.

### **Essential Duties, Tasks & Responsibilities:**

- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality
- Install and configure appropriate software and functions according to specifications
- Develop and maintain local networks in ways that optimize performance
- Ensure security and privacy of networks and computer systems
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Organize and schedule upgrades and maintenance without deterring others from completing their work
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- Maintain records/logs of repairs and fixes and maintenance schedule
- Identify computer or network equipment shortages and place orders

### **Qualifications**

- Certification or Diploma in IT Technician will be an advantage (e.g. CompTIA A+, Microsoft Certified IT Professional).
- Diploma in Computer Science, engineering or relevant field

- Proven experience as **IT Technician** or relevant position
- Excellent diagnostic and problem solving skills
- Good knowledge of internet security and data privacy principles.

## **9. Tutor of Counselling Psychology (1 Post)**

**Job title: Tutor of Counselling Psychology**

**Duty station: SUMAIT University**

**Reporting to: Director of the Center of Professional 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 Psychology, Counselling and Psychology with good GPA or equivalent in the same discipline.
- Those with CBET certificate are encouraged to apply
- Two years of experience teaching in vocational training programs

## **10. Student Counselor (1 post)**

A student counselor is an individual responsible for **counseling students** in order to help them to overcome their emotional problems, social conflicts, give academic guidance and make them feel confident. It is the duty of the student counselor to ensure that the thoughts disturbing the students do not affect their academic performance.

### **Essential Duties, Tasks & Responsibilities:**

1. Providing needs assessment for students with disability, dyslexia or other learning difficulties along with practical support for students to ensure that disability does not create an obstacle to students.
2. Provides individual support frameworks for students presenting with mental health concerns and provides practical guidance and making appropriate referrals when necessary.
3. Provides individuals and group counselling sessions to students dealing with immediate crisis or longer-term difficulties affecting their life in general or University life specifically.
4. To deliver training in the areas of mental health and wellbeing for University staff and students.
5. Provides printed and online materials, to ensure the availability of relevant and accessible information on a range of student wellbeing issues.
6. To provide training on the career development issues to the students through public lectures, presentations and workshops.
7. Performs miscellaneous job-related duties as assigned.
8. Discussing the emotional problems of the student and giving solutions to overcome it
9. Discussing issues like social conflicts faced by the students or reasons for their poor academic performance
10. Conducting psychological tests of the students in order to assess their strengths as well as interests
11. Identifying the weaknesses of the student and suggesting ways to overcome it
12. Giving advice to the student in order to achieve his goal
13. Working with students in groups and giving directions during a presentation

## **Knowledge, Skills and Abilities Required**

- Must be caring in nature
- Ability to understand human psychology
- Needs to be an active listener
- Must have the ability to give feedback
- Necessary to possess excellent communication skills
- Must be open to feedback

## **Qualifications:**

- Must be a holder of bachelor degree in counseling psychology with minimum **GPA OF 3.5 in the relevant field.**
- Must have a certificate of personal therapy from the recognized counseling psychology organization.
- A successful candidate must possess experiences in delivering counseling services at the educational institutions.
- A candidate with additional credentials are encouraged to apply.

## **11. . Tutor of Office Executive and Record Management (1 post)**

**Job title: Tutor of Office Executive and Record 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 Office Executive and Records Management with good GPA or equivalent in the same discipline.
- Those with CBET certificate are encouraged to apply
- Two years of experience teaching in vocational training programs

## **12. JOB TITTLE: Tutorial Assistant in Physics and Mathematics (2 position)**

**REPORTS TO: Head of Department of Sciences.**

The Administration of Abdulraman Al-Sumait University (**SUMAIT**) seeks to recruit an exceptional candidates who are energetic, innovative, and solution-oriented persons from Tanzania to apply for an Academic cadres of a Tutorial Assistant in Physics and Mathematics at Natural Science Department.

The University subscribes to the policy of an equal opportunity employer and therefore invites applications from candidates who are interested to work in a thriving University environment and have the requisite skills, Qualifications and experience for various positions as indicated below.

## **Academic Qualifications, Experience, Skills and Competencies**

**Tutorial Assistant job description should include these common skills and qualifications:**

- The candidate must have Bachelor Degree in Physics, Mathematics or Education with a GPA of at least 3.8 or above and a minimum score of B<sup>+</sup> in the relevant subjects or its equivalent
- Solid time management skills with an ability to prioritize work
- Excellent analytical skills and experience creating reports and presentations

## DUTIES AND RESPONSIBILITIES

She/he shall be required to perform among other functions the following:-

1. Understudying senior members through attending lecturers, seminars, tutorials and practical training.
2. Assisting in supervision of tutorials, seminars and practical.
3. Assisting in research, consultancy and outreach activities and
4. Performing any other duties that may be assigned by senior members of staff.

## GENERAL REQRUMENT FOR ALL APPLICANTS

- All academic awards should be from recognized Universities and Institutions.
- Candidates pursuing Masters Studies in relevant field will have an added advantage.
- Candidates registered with relevant professional bodies will have added advantage
- All applicants should indicate in their application letter post, the name of the School to which they are applying.

## 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. 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 25/10/2022

Hand delivered application should reach to **Sumait University**, Chukwani Street Zanzibar not later **than 3:30hrs on 25<sup>th</sup> October, 2022**. Or you can send your application through **Email at: [recruitment@sumait.ac.tz](mailto:recruitment@sumait.ac.tz)**

**Applications should be addressed to:**

**Vice Chancellor,  
SUMAIT University,  
P.O. Box 1933, Zanzibar.  
Email: [recruitment@sumait.ac.tz](mailto:recruitment@sumait.ac.tz)**