



ABDULRAHMAN AL-SUMAIT UNIVERSITY
(SUMAIT),
ZANZIBAR, TANZANIA
جامعة عبد الرحمن السميظ زنجبار

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 vacant posts as follows: -

1. FACULTY OF ARTS AND SOCIAL SCIENCES

Departments: Linguistics and Arabic

- Assistant Lecturer/Lecturer/Senior Lecturer in Arabic language **(One (1) post)**
- Assistant Lecturer/Lecturer /Senior Lecturer in Kiswahili Language - Isimu **(One (1) post)**
- Assistant Lecturer/Lecturer /Senior Lecturer in English Language **(Two (2) Post)**

Department: Education

- Assistant Lecturer/Lecturer/Senior Lecturer in Educational Curriculum and Instruction **(One (1) post)**

Department: Social Studies

- Assistant Lecturer/Lecturer /Senior Lecturer in History **(One (1) post)**
- Assistant Lecturer/Lecturer /Senior Lecturer in Geography **(One (1) post)**

Department: Counselling and Psychology

- Lecturer /Senior Lecturer/Associate Professor in Counselling Psychology **(Two (2) posts)**

2. FACULTY OF SCIENCES

Department: Natural Sciences

- Assistant Lecturer /Lecturer/Senior Lecturer/Associate Professor in Information Technologies- IT **(Three (3) post)**
- Assistant Lecturer /Lecturer/Senior Lecturer/ Associate Professor in Physics **(One (1) post)**.

QUALIFICATIONS:

i. 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.

ii. 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.

iii. Essential Duties, Tasks, Roles & Responsibilities:

Teaching responsibilities should include under graduate courses and supervision of students' research. Maintain 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 AND TECHNICAL POSITIONS

1. JOB TITLE: Laboratory Technician (2 positions)

- **Biology Lab Technician - One**
- **Physics Lab Technician - One**

Qualifications

- Holder of a Diploma's in Biology, Physics, or any closely related field from recognized institutions with a good GPA.
- Have required knowledge, experience, and skills in their related fields for safe equipment testing, element fitting, operating, maintaining and troubleshooting, in the relevant laboratories.
- Be able to act professionally in all situations.
- Possess excellent communication, interpersonal and supervisory skills
- Be analytical, critical, results-oriented, innovative, visionary and a good team player
- Have the ability to work in teams under pressure and flexible to work different working hours (night / day) shifts if required or necessary

Roles and Responsibilities

- Laboratory technicians are responsible for:
- The operations and maintenance work of laboratories.
- Monitoring and doing the installation process of all equipment, devices, items, chemicals, electronics, and software configuration.
- Equipment and material testing, chemical processes monitoring, and computer troubleshooting to ensure the proper fitting.
- Preparation of Lab components before each experiment as part of quality assurance.
- Assisting lecturers in their lab work; help students in conducting their experiments and solve related issues during lectures and in the labs.
- Supervisory roles where they are responsible for managing and training duties as assigned by the lecturers and tutors.
- Doing other lab-related duties that may be assigned by the concerned department or lab lecturer.

2. Admission Officer (1 Post)

SUMAIT University is currently searching for an outgoing, energetic, and organized individual for the position of admissions officer. You will, in essence, become one of the main points of contact for potential and incoming students. You should be engaging, highly organized, and analytical with exceptional communication skills.

Qualifications

- Bachelor degree in Education, Information Technology (IT), Computer Science, Computer Engineering, Statistics, Social studies or any other related fields.
- Extensive experience in education or admissions and Registration.
- Understanding of statistics, admissions requirements and procedures, and financial aid application processes.
- Ability to analyze and interpret information.

Roles and Responsibilities

- Admitting and registering students according to the TCU procedures and University principles.
- Helping university, and other academic institutions establish, examine, alter, and explain admissions guidelines, processes, and requirements.
- Assisting in the admission, decision making process as student applications are evaluated and accepted or denied.
- Providing students, parents, and guardians with information regarding admissions requirements and processes, financial aid applications, enrollment issues, or other procedures.
- Preparing all necessary arrangements for registration of students and courses, and monitoring academic load for students in accordance with the instructions, and follow-up add-and-drop processes.
- Following up on matters related to transfer students from other universities.
- Preparing lists of expected graduates and checking their academic records and study plans.
- Preparing statistics and reports needed inside and outside the University.

Knowledge, Skills and Abilities Required

- Ability to develop and deliver presentations.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to gather data, compile information, and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of student recruitment and retention issues.
- Knowledge of the broad spectrum of available university academic units, curricula, and programs.

3. Legal Counsel of the University (1 post)

Oversees and manages the provision of all legal services to the University to ensure maximum protection of its legal rights and to maintain its operations within the limits prescribed by law. Provides strategic guidance, consultation, and support to senior University administrators and other members of upper management on a comprehensive range of legal and associated issues involved in carrying out the mission of the University.

Qualifications:

- Bachelor degree in Law or post-graduate's studies and should be accredited by a law school;
- at least 3 or 4 years of experience directly related to the duties and responsibilities.
- Strong organizational abilities and time management skills to handle many cases at once.
- Good research skills and techniques, including using case studies to make supporting claims and arguments
- Knowledge of various legal contracts, documentation, processes and policies
- Analytical ability, logical reasoning and sound judgment when professionally handling cases

Roles and Responsibilities:

- Provides legal counsel and guidance to the officers of the University and other upper management on all legal matters relevant to a large public institution, including state laws, policies, procedures, rules, and other regulations of the country laws.
- Reviews, researches, interpret, and prepare both written and oral opinions on a wide variety of legal issues.
- The Legal Counsel shall be the Secretary of the University Council as well as Management Committee of the University.
- Reviews contracts, University leases, Memorandum of understanding (MoU) and other legal documents; researches legal issues and recommends revisions as necessary.
- Selects and retains outside counsel, as required, to obtain legal opinions or to handle claims and litigation.
- Provides training to the campus community on various legal issues through seminars and meetings.
- Maintains professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest developments in college and university law and in other related areas.

Knowledge, Skills and Abilities Required

- Ability to provide competent legal advice and counsel to senior university officials on a wide range of legal and policy issues.
- Knowledge of the range of applicable laws and regulations which impact on all facets of university policy and operations.
- Ability to analyze and interpret issues and to prepare legal opinions.
- Knowledge of current and developing legal issues and trends in area of expertise.
- Knowledge of the principles and procedures of legal research.

- Knowledge of contract law.
- Knowledge of legal documentation procedures and requirements.
- Knowledge of community legal resources.

4. Student's Counselor (1 post)

A student counsellor often helps the students to deal with the pressures of life and is also responsible for monitoring the overall psychological growth of the students.

Qualifications

A successful Student Counselor will have qualifications and skills in order to demonstrate ability to perform the duties and responsibilities of the job effectively and should have the following qualifications:

- Bachelor's or associate's degree in counselling Psychology.
- Professional's certificate in counselling may be advantageous.
- Minimum of 2 years professional counselling experience, preferably in an educational field.
- Knowledge of placement testing and career, personal, and educational assessment.
- Experience with counselling principles, techniques, and practices as applied to students' problems and developmental needs.
- Excellent active listening and communication skills.
- Patient, friendly, and accommodating personality.
- Social perceptiveness and an understanding of body language.
- Excellent interpersonal and mediation skills.

Essential Duties, Tasks & Responsibilities:

The main duties and responsibilities of a Student Counselor include the following: -

- Listening to students' academic, emotional, social, and behavioural concerns in an open and non-judgemental way.
- Working directly with students to develop solutions and set achievable goals.
- Assisting with conflict mediation and resolution between students, students and teachers, or parents and teachers to ensure students' goals are not disrupted.
- Providing one-on-one career guidance and skills assessment to assist with career development.
- Helping students to prepare for admissions applications and tests.
- Providing students with materials related to a career of their choice or career counselling to suit their skills.
- Developing, monitoring, and assisting with counselling programs.
- Offering referrals to outside resources, such as for mental health, substance abuse, or vocational-related activities.
- Reporting student issues to the appropriate state authorities if neglect or abuse is suspected.

5. 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

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.

Dead line 15/04/2023

Hand delivered application should reach to Abdulrahman Al-Sumait University (SUMAIT), Chukwani Street Zanzibar not later than **3:30hrs on 15th April, 2023**. 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