



ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT)

جامعة عبد الرحمن السميّط

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 a charity organization; Kuwait based, **Direct Aid (DA)**. In line with this expansion, SUMAIT wishes to invites applications from suitable **qualified Individuals** to fill the vacant administrative posts as follows:-

DEPUTY VICE-CHANCELLOR FOR FINANCE AND ADMINISTRATION (DVC (AF) – 1 Post **DEPUTY VICE-CHANCELLOR ACADEMIC, RESEARCH AND CONSULTANCY - 1 Post**

The Council of Abdulraman Al-Sumait University (**SUMAIT**) seeks to recruit a Deputy Vice-Chancellors (Administration and Finance) and Academic Affair from suitably qualified and competent with excellent credentials. The Deputy Vice- Chancellor shall work under the directives of the Vice-Chancellor of the University.

The Deputy Vice Chancellor responsible for administration and finance is the principal assistant to the Vice-Chancellor in all matters pertaining to the administration of the University, including the administration of funds, planning and other assets of the University and will act as vice chancellor in the absence of both the Vice-Chancellor and the Deputy Vice- Chancellor responsible for Academic, Research and Consultancy.

The candidate will be responsible for the development and implementation of sound financial and administrative policies needed by the University to realize its mission, vision and strategic objectives.

DUTIES AND RESPONSIBILITIES

Deputy Vice-Chancellor for Planning, Finance and Administration shall: –

- Shall be the overall responsible for direction and administration of the Division of Administration, Finance and Planning of the university.
- Ensure the university Management is properly and promptly advised to comply with all statutory and legal requirements currently in force.
- Be accountable to Vice Chancellor in respect to matters related to Planning, Finance and Administration
- Supervise and maintain acceptable standards of staff.

- Provide leadership and supervisory guidance to the general administration and personnel management of the University.
- Advise the Vice Chancellor on all administrative, personnel, planning and financial matters.
- Ensure implementation of policies and strategies that support the realization of University's overall mission and vision.
- Develop and implement University regulations, policies as well as adhere to national laws and regulations to ensure effective performance and delivery of services.
- Coordinate the design, implementation, revision and evaluation of the University's periodic strategic plan.
- Develop internal and external linkages with other academic institutions, industry, government agencies, funding organizations and other relevant bodies that are beneficial to the university.
- Be responsible for formulating financial, accounting, staff and administrative policies and procedures of the University, prepare budget, and submit audited accounts.
- Perform any other related duties as may be assigned to him or her by the Vice Chancellor or by the University.

Academic Qualifications, Experience, Skills and Competencies

- Be a Professor or an Associate Professor of a recognized University with an earned PhD in a relevant discipline.
- Should have at least Seven (7) years of proven experience in management, leadership and administration, three (2) of which should have been at a senior level from a reputable Institution.
- Should have good knowledge and skills of financial management and resource mobilization.
- Should have knowledge and experience in strategic planning and budgeting, policy making and implementation in higher education.
- Have an understanding of the relevant policy and legal framework for financial management for higher education in Tanzania.
- Should have good communication, negotiation and people skills.

2. DEPUTY VICE CHANCELLOR ACADEMIC AFFAIRS

Key Responsibilities

1. Management and leadership of academic affairs.
2. Development, review, and accreditation of academic programmes.
4. He/she will co- ordinate the following functions and activities: -
5. Will be in charge of admission, teaching, examination and certification of students.
6. Reviewing Syllabuses and their Academic regulations, timetables, examinations, certificates and transcripts and graduation, library services, students' attachment, and training of academic staff.
9. Allocation of resources for academic purposes and safety in teaching areas.
10. Preparing the formulation of the rules governing their allocation and utilization.
11. Assigned to him/her by the Vice-Chancellor in accordance with the statutes; and shall be a member of Senate and University Management Council.

For appointment to this position, a candidate must:

- I. Be at least an Associate Professor with an earned Ph.D. from a recognized University.
- II. Has at least ten (7) years of academic and research experience at senior lecturer position in a university setting with a demonstrated capacity for leadership and academic excellence.

- III. Have held senior administrative posts of at least Chair of Academic department or leadership of comparable levels in a university or other institutions of higher learning for at least five (5) years.
- IV. Possess an outstanding and internationally recognized scholarly record as evidenced by peer-refereed journal publications and university level books or book chapters and supervision of masters and doctoral students.
- V. Have ability and leadership skills to effectively co-ordinate teaching and research functions in the university.
- VI. Have the capacity to promote learning in competitive environment through commitment to academic excellence.
- VIII. Management System and strategic planning in academic development of the university.
- XI. training globally and the factors and conditions shaping development of university education in Tanzania.
- XIII. research environment.
- XV. quality market and society driven academic programmes.
- XVII. organizational, interpersonal and communication skills and develop integrated creative solutions.

Tenure:

The Deputy Vice Chancellors Academic Affair and Finance and Administration shall serve the office for a term of four (4) years and may be reappointed for another term of four (4) years subject to the Council recommendations and approval of the Board of Trustees on evidence of excellent performance.

Remuneration:

According to Abdulraman Al-Sumait University (SUMAIT) Salary Scale.

Mode of Application:

Electronic (**email**) **OR** hardcopy applications shall be accepted. Candidates should send:

1. **Hardcopy:** by courier, a sealed application packs containing six copies of the following:
 - a. Signed application letter.
 - b. Detailed up-to-date CV including working contact details.
 - c. Certified copies of academic transcripts and certificates, national identity card or bio-data page of their passport.
 - d. Names and contact details of three referees who should be advised to send confidential references directly to the Search Committee address below. The references should cover the following areas; the candidate's academic credentials, experience, leadership, managerial and administrative skills and personal integrity.
 - e. Envelope should be clearly marked "**APPLICATION FOR THE POSITION OF DVC**".
2. **Electronic applications** should have all the above documents scanned and **emailed** with the subject clearly marked "**APPLICATION FOR THE POSITION OF DVC**".
3. Applications **SHOULD** reach the addressee below by **5:00 p.m. on 30th April, 2023** or you can send your application through **Email** at: **recruitment@sumait.ac.tz**

Applications should be addressed to:

**Secretary to the Search Committee,
SUMAIT,
P.O. Box 1933, Zanzibar.
Email: recruitment@sumait.ac.tz**

**Inquiries can be made through the above email indicating subject as “INQUIRY” or by phone +255
718 822 781 during working hours.**

4. Shortlisted applicants SHALL be contacted in person.

Abdulraman Al-Sumait University is an Equal Opportunities Employer.