



ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT),

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 and Administrative vacant posts as follows: -

1. FACULTY OF ARTS AND SOCIAL SCIENCES

Department: Social Studies

- i. Lecturer /Senior Lecturer in History (**One (1) post**)
- ii. Lecturer /Senior Lecturer/Associate Professor in Geography (**One (1) post**)

2. FACULTY OF SCIENCES

Department: Natural Sciences

- i. Tutorial Assistant in Information Technologies - IT (**One (1) post**)
- ii. Assistant Lecturer /Lecturer/Senior Lecturer/ Associate Professor in Biology (**One (1) post**).

3. Department: Mathematics and Computer Science

- i. Lecturer/Senior Lecturer/Associate Professor in Mathematics - (**One (1) post**)

QUALIFICATIONS:

1. 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.

2. 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.

3. Essential Roles and Responsibilities

- Teaching responsibilities will include undergraduate courses and supervision of students' research.
- Maintaining 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.

4. Tutorial Assistant

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

- The candidate must have bachelor's degree in information technologies, Computer Sciences, or any other related field with a GPA of at least 3.8 or above and a minimum score of B+ in the relevant subjects or its equivalent At least 3.8 or above and a minimum score of B+ 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.

2.1.1. DUTIES AND RESPONSIBILITIES OF TUTORIAL ASSISTANT

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

- i. Understudying senior members through attending lecturers, seminars, tutorials, and practical training.
- ii. Assisting in supervision of tutorials, seminars and practical.
- iii. Assisting in research, consultancy, and outreach activities and performing any other duties that may be assigned by senior members of the staff.

ADMINISTRATIVE POSITIONS

1. ICT Software Programmer Officer - (1 Post)

Job title: ICT Software Programmer Officer

Duty station: Abdulrahman Al-Sumait University (SUMAIT)

Reporting to: Deputy Vice Chancellor Administration and Finance (DVC (AF))

JOB PURPOSE

Abdulrahman Al-Sumait University (SUMAIT) is seeking a highly skilled and motivated ICT Software Programmer Officer to join our ICT Department. The successful candidate will be responsible for designing, developing, and maintaining software applications to support the University's operations and enhance its educational services.

KEY DUTIES AND RESPONSIBILITIES

Software Development:

- Design, develop, test, and deploy software applications tailored to the University's needs.
- Maintain and update existing software applications to ensure optimal performance.
- Collaborate with stakeholders to gather and analyze requirements for new software projects.

System Integration:

- Integrate software applications with existing systems to ensure seamless operation.
- Troubleshoot and resolve software integration issues.

Database Management:

- Design and manage databases to support software applications.
- Ensure data integrity and security within all software applications.

Technical Support:

- Provide technical support and training to end-users.
- Develop and maintain user manuals and documentation for software applications.

Continuous Improvement:

- Stay updated with the latest industry trends and technologies.
- Propose and implement improvements to software development processes and practices.

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KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED/QUALIFICATIONS

- Bachelor's degree in computer science, Software Engineering, Information Technology, or a related field.
- Proven experience as a Software Programmer or similar role, with a minimum of three (3) years of experience.
- Proficiency in programming languages such as Java, Python, C#, or similar.
- Experience with web development frameworks and technologies (e.g., HTML, CSS, JavaScript, PHP).
- Strong understanding of database management systems (e.g., MySQL, PostgreSQL).
- Excellent problem-solving skills and attention to detail.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.

Preferred Qualifications:

- Experience in developing software for educational institutions.
- Knowledge of software project management tools and methodologies.

2. Estate Officer (1 post)

Job title: Estate Officer

Duty station: Abdulrahman Al-Sumait University (SUMAIT)

Reporting to: Deputy Vice Chancellor Administration and Finance (DVC (AF)).

Job Summary: Assisting the University with duties and responsibilities pertaining to estates development and management.

Roles & Responsibilities.

- Planning, organizing, and controlling estates maintenance activities: including maintenance and cleaning of campus grounds and drainage systems.
- Participating in drawing-up short- and long-term programmes for the general improvement of the landscaping of the campus grounds and drainage systems.
- Supervising and guiding junior staff.
- Planning consultancy services activities.
- Maintaining coordinative work contacts with building and maintenance staff of the Estates Department.
- Preparing and compiling budget estimates for capital development.
- Coordinating the preparation of the physical master plan.
- Coordinating the effective maintenance and rehabilitation of the infrastructure; and
- Performing any other duties and responsibilities as may be assigned by one's reporting.
- Any other duties as may be assigned by direct supervisor.

Knowledge, skills, and abilities required.

- Holder of a Diploma's level in Architecture, Building Economics, Civil Engineering, or Land Management and Valuation.
- Preferably be registered as a professional Engineer/Valuer with the relevant Authorities.
- Relevant work experience of three (5) years

3. Planning Officer (1 post)

The role of Planning Officer is to assist in the planning, development, and delivery of agreed aspects of the Planning, widening access and community engagement activities and student recruitment activities for the University. As part of a team, the Planning Officer will assist with the development, implementation and continual improvement of the University's planning, quality, and risk systems.

Position: Planning Officer

Reports to: Deputy Vice Chancellor Administration and Finance (DVC (AF))

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

Qualifications:

- Holder of at least bachelor's degree in planning, development planning and Management, Project Planning and Management or other relevant field of social science Studies.
- If the applicant possesses a Master of Planning, development planning and Management or other related field could be an added advantage.
- Working experience of at least three (3) years in the same field in a higher learning Institution or large/reputable public/private organizations.
- Excellent diagnostic and problem-solving skills.

Roles and Responsibilities:

- Providing Technical expert on university plans, programs, and projects.
- Assisting DVC(AF) in preparing short term plans and ensuring resources allocation.
- Plans, develops, implements, and coordinates strategic operational of marketing, and administrative programs, projects, and/or services of broad significance to the University.
- Establishes and implements short and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.
- Determines need and plans, develops, and assesses a wide range of integrated communications strategies and programs for and on behalf of the organization's principal executive.
- Provides strategic advice and consultation to leadership in the development, implementation, and evaluation of modifications and enhancements to existing operations, systems, Marketing activities and procedures.
- Develops and manages annual capital and/or operating budgets; oversees, monitors, and coordinates program budgets as appropriate.
- Recommends and participates in the development of university policies and procedures; may serve on university planning and policy-making committees.

Knowledge, Skills and Abilities Required

- Skills in Planning and budget preparation and fiscal management.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in organizing resources and establishing priorities.
- Knowledge and understanding of integrated program planning, development, and administration within a private institution environment.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Advanced verbal and written communication skills.

- Ability to foster a cooperative work environment.
- Employee development and performance management skills.

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 12/06/2024

Hand delivered application should reach Abdulrahman Al-Sumait University (SUMAIT), Chukwani Street Zanzibar not later **than 3:30hrs on 12th June 2024**. 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**