



ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT)

جامعة عبد الرحمن السعدي

JOB OPPORTUNITIES

Abdulrahman Al-Sumait University (SUMAIT) is built on the foundation of the former University College of Education Zanzibar, established in 1998 by the Kuwait-based charity organization, Direct Aid (DA). The university is committed to academic excellence, ethical leadership, and community service. In line with its ongoing expansion and institutional strengthening, SUMAIT invites applications from suitably qualified individuals to fill the following administrative position:

JOB TITTLE: University Bursar (1 position)

REPORTS TO: Deputy Vice Chancellor Administration and Finance.

The Administration of Abdulrahman Al-Sumait University (SUMAIT) seeks to recruit an exceptional candidate who is energetic, innovative, and solution-oriented to fill the position of **University Bursar**. This role is central to the financial management and consultancy activities of the university. The University Bursar shall be responsible for the Vice Chancellor through the Deputy Vice Chancellor for Administration and Finance for the financial administration of the University.

DUTIES AND RESPONSIBILITIES

The University Bursar shall be required to perform, among other functions, the following:

1. Serve as Head of the Accounts and Finance Section, assisting in the development and implementation of goals, policies, priorities, and procedures related to financial management, budgeting, accounting, and payroll.
2. Oversee the management of all financial data entry systems, including accounts receivable and payable.
3. Prepare and maintain accurate bank reconciliations.
4. Ensure adherence to all financial rules and regulations, in coordination with the Vice Chancellor and Deputy Vice Chancellor (Administration and Finance).
5. Contribute to financial planning, budgeting, and budget control processes.
6. Prepare periodic financial reports for internal stakeholders and external auditors.
7. Monitor and follow up on outstanding debts and ensure timely recovery.
8. Prepare and submit balance sheets and other financial statements as required.
9. Provide expert advice on financial and accounting matters to the Deputy Vice Chancellor (Administration and Finance) and the Vice Chancellor.
10. Attend selected management and administrative meetings as invited by the university executives.

Academic Qualifications, Experience, Skills and Competencies

Common Skills and Qualifications for a University Bursar:

- Master's degree in accounting, Finance, Business Administration, or related field.
- Professional certification such as CPA (Tanzania), ACCA, or equivalent is highly desirable.
- At least 5 years of experience in financial management, preferably in higher education or public sector.
- Proven track record in budgeting, financial reporting, and strategic financial planning.
- Experience in managing audits, procurement processes, and compliance with national financial regulations.
- Strong leadership and team management skills.
- High level of integrity, accountability, and ethical conduct.
- Excellent analytical and problem-solving abilities.
- Proficiency in financial software and enterprise resource planning (ERP) systems.
- Effective communication and interpersonal skills.
- Ability to work under pressure and meet tight deadlines.
- Sound judgment and decision-making capabilities.
- Commitment to continuous improvement and institutional development.

Mode of Application

Interested applicants should submit their applications accompanied by the following documents:

- A detailed and updated Curriculum Vitae (CV)
- Certified copies of academic and professional certificates
- Names and contact details (postal address, email, and phone number) of **three non-relative referees** who can be contacted for references
- Verification of foreign academic awards by the **Tanzania Commission for Universities (TCU)** is mandatory.

Salary and Remunerations

Abdulrahman Al-Sumait University (**SUMAIT**) offers attractive salary and remunerations according to the University's Salary Scales.

Deadline 15/11/2025

Hand delivered application should reach **SUMAIT**, Chukwani Street Zanzibar not later **than 3:30hrs on 15th November 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.

Email: recruitment@sumait.ac.tz

Shortlisted applicants SHALL be contacted in person.



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

جامعة عبد الرحمن السعدي

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 invites applications from suitably **qualified and competent Individuals** to fill the academic vacant posts as follows: -

1. FACULTY OF ARTS AND SOCIAL SCIENCES

Departments: Social Studies.

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

Department: Counselling and Psychology

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

2. FACULTY OF SCIENCES

Department: Natural Sciences

- i. Assistant Lecturer /Lecturer/Senior Lecturer/ in Biologies - (**One (1) post**)

Department: Mathematics and Computer Sciences.

- i. Assistant Lecturer /Lecturer/Senior Lecturer in Information Technologies - **IT (Two (2) post)**
- ii. Assistant Lecturer /Lecturer/Senior Lecturer/ in Mathematics - **(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

2. INTERNAL AUDITOR POSITION

JOB LOCATION: ZANZIBAR/TANZANIA

Summary Description:

Responsible for evaluating and ensuring that the organization's internal controls and financial records are accurate, effective and comply with regulations. Identify areas for improvement and provide recommendations to enhance operational efficiency and effective risk management.

Duties and Responsibilities:

1. Participates in designing the internal control systems in line with SUMAIT policies.
2. Reviews and evaluates internal controls to ensure that accounting and operational systems provide adequate, timely and accurate information, protection against loss due to negligence, dishonesty or otherwise.
3. Maintains regular checks on the accuracy and adequacy of internal controls, accounting records and operational activities throughout the University in line with observance of standard practice, policies and procedures.
4. Ensures that there is compliance with established policies, procedures, controls and other regulations throughout the University.
5. Ensures that SUMAIT financial policies and procedures comply with approved financial standards, regulations and that the limits of authority on all matters involving finance are adhered to.
6. Verifies SUMAIT income from source to bank and certify that expenditure is properly incurred according to the approved policy and efficiently charged to the relevant codes,
7. Make recommendations from time to time to the Vice Chancellor on necessary checks and changes in the accounting systems and controls.
8. Builds up an effective liaison with external auditors and facilitates the external audits.
9. Consolidates Management responses on the audit queries and ensures audit recommendations are implemented as per Management responses.

Qualifications and Experience:

Applicants must be in possession of full professional qualifications i.e. CPA (T)/ACCA/ACA with working experience of not less than five (5) years in a similar position at a reputable organization.

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. UNIVERSITY IMAM AND STUDENT AFFAIRS (1post)

JOB LOCATION: ZANZIBAR/TANZANIA

In pursuit of its vision and mission to provide excellent University education, training and research through fostering knowledge and innovation into quality programmes to suit the needs of society, Umma University invites applications from suitably qualified candidates for the position of University Imam.

Essential Duties, Tasks & Responsibilities:

- The University Imam shall be responsible to the Registrar (Academics, Research and Student Affairs) and is responsible for the spiritual care of all students and staff.
- The Imam meets relevant spiritual needs of the Muslim students and staff community at Umma University.
- The University Imam shall provide counselling on moral values to the students and staff of the University.
- The University Imam shall provide services to all campuses and colleges of the University.
- Co-ordination of students' activities and student welfare; and in this connection, shall have oversight responsibility for sports, games, entertainment, counselling, student organizations, Student Council, student advisory services, career development services and students' personal development.
- Be the Returning Officer during elections of office-bearers of the Student Council/Association

- Provide guidance to professional and social clubs and societies formed by students.
- Inculcate the moral values as contained in the mission and vision of the University.
- Performing such other functions as may be directed by the University Council and the Vice Chancellor.

Qualifications.

- A minimum of master's in Islamic studies
- At least three years of professional ministry and/or leadership experience in a college, university, or similar programme
- Appropriate Islamic background and/or chaplaincy training, including demonstrated skills in community and leadership development, preaching and worship leadership, religious education and programme development, Daawah care, service and social justice leadership, and interfaith engagement.
- Have 3 years' administrative experience, 2 of which must be at the level of Administrative Officer or equivalent.
- Certified for practice by the relevant certifying religious and Government authorities and affiliated to a Religious Islamic equivalent.
- Have strong ICT and communication skills.
- Excellent professional judgment and discretion; ability to work as part of a team; maintains appropriate confidentiality; models integrity, honesty, trust, and professional ethics.
- Demonstrated experience working in spiritually and culturally diverse settings.

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

6. Personal Secretary to Vice Chancellor

Job Type: Regular Reporting to Vice Chancellor

Job Location: Abdulrahaman Al-Sumait University (SUMAIT)

No. of Position One: (01) fixed term for one year without renewable.

- The post holder will be expected to provide a confidential and professional personal assistant support service to the Vice Chancellor.

- The post holder will report to and work directly with the Vice-Chancellor to frame internal and external activities.
- This is a senior post offering excellent development opportunities within a diverse and complex environment.
- This officer should therefore have previous experience of working in a senior secretariat/personal assistant role including dealing with a wide range of people.

Qualifications:

- Graduation in any discipline (BA will be preferred or Public Administration) from reputed Institution/university.
- Minimum 4-5 years of proven experience in the relevant field/similar academic institutions and preference will be given to candidates proficient in Drafting skills.
- Strong organizational ability in handling a wide range of tasks and detail oriented.
- Excellent communication skills – Verbal & Written.
- Effective Leadership qualities.

The role comes with the following Responsibilities

- To maintain daily schedules and co-ordination of the Vice-Chancellor's commitments
- To arrange and coordinate appointments and meetings for the Vice Chancellor
- Preparation of all correspondence and other documentation as may be requested by the Vice-Chancellor from time to time
- Advising the Vice Chancellor on impending internal and external work
- To make all logistical arrangements, including travel, for the Vice-Chancellor his/her deputies
- To respond accurately and efficiently to all enquiries from the Vice-Chancellor and his/her deputies, using their own initiative and liaising effectively with internal and external contacts.
- Independently research confidential, controversial and restricted data other material as required by the Vice-Chancellor and his deputies for various projects
- To assist in the preparation of all international travel itineraries and as such, coordinate all arrangements for the international visits where the Vice-Chancellor is involved
- To appropriately execute any other duties as directed by the Vice-Chancellor, or other senior university officers.
- Any other responsibility assigned by the authority time to time
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7. System Administrator/ ICT Database

Position Summary

The System Administrator/ICT Database is responsible for planning, configuring, maintaining, and securing the university's IT infrastructure, including servers, networks, databases, ERP/LMS systems, and backup solutions—to support academic, administrative, and research operations.

Job Type: Administrative Position report to DVC Finance and Administration

Technical report to the HoD: Department of Mathematics and Computer Science.

Job Location: Abdulrahaman Al-Sumait University (SUMAIT) - Zanzibar

No. of Positions: One (01).

Qualifications:

❖ System Administrator/ICT Database

Qualifications & Experience

- **Education:** Master's degree in information technology, Computer Science, Computer Engineering, or a related field from a recognized institution. Master's degree in information technology, Computer Science, Computer Engineering, or a related field from a recognized institution. Or bachelor's degree in IT, Computer Science, Computer Engineering, or related field from a recognized institution.
- **Experience:** Minimum of 5 years of proven experience in systems administration, preferably within a higher education is preferred.
- **Certifications:** CCNA, MCSA/MCSE, CompTIA Server+ / Security+, ITIL, RHCE, or equivalent strongly preferred.

Technical Skills:

- Advanced proficiency in Windows Server and Linux environments, virtualization (VMware/Hyper-V).
- Strong networking knowledge (TCP/IP, DHCP, DNS, routing, switches, firewalls).
- Familiar with monitoring tools: Nagios, Cacti, Zabbix, Grafana—or similar.
- Experience with ERP, LMS (Moodle), Koha, and other academic or library systems.

Soft Skills:

- Excellent analytical, problem-solving, and communication skills.
- Ability to mentor junior staff and train non-technical users.
- Professional maturity, integrity, adaptability in multicultural settings.

Essential Requirements:

Key Responsibilities

Systems & Infrastructure Management

- Plan, install, configure, optimize, and maintain university servers and internet/intranet infrastructure.
- Manage server provisioning (processor, memory, network/bandwidth), virtualization (e.g. VMware or Hyper-V), and server maintenance operations.
- Monitor infrastructure performance and ensure SLA targets are met.

Database & Backup Administration

- Design, implement, and administer university databases (MySQL, SQL, Oracle), including backups, tuning, and recovery.
- Oversee mail server administration and enforce data protection and disaster recovery processes.

Security & Disaster Recovery

- Implement and maintain security measures: firewalls, intrusion detection, patching, virus protection, access control.
- Maintain comprehensive backup and recovery plans—onsite and offsite—to ensure business continuity.

Platform & Application Support

- Support institutional systems like ERP, Moodle LMS, Koha, DSpace; coordinate upgrades and maintain uptime.
- Collaborate with developers and end-users to address system issues and enhancements.

Vendor & Team Coordination

- Liaise with vendors (Microsoft, Cisco, VMware, etc.) for procurement, licensing, and support.
- Maintain accurate hardware/software inventories and documentation of ICT assets and processes.

Reporting & Strategy

- Prepare technical reports to support ICT planning, budgeting, and decision-making.
- Contribute to ICT strategy formulation, policies, and annual planning aligned with university goals.

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 November 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**

Abdulrahman Al-Sumait University is an Equal Opportunities Employee

