



ABDULRAHMAN AL SUMAIT UNIVERSITY- ZANZIBAR

(SUMAIT UNIVERSITY)

EMPLOYMENT OPPORTUNITIES

Abdulrahman Al Sumait University (SUMAIT University) invites qualified Tanzanians to fill the administrative vacant posts as follow:

1. Human Resource Officer (one post)

Essential Qualifications.

- Must have Master Degree with good GPA in Human Resources Management or Business Administration or related field.
- Knowledge of general office management procedures
- Excellent Communications skills, both oral and written
- Computer skills.

Job Description:

- Head of the section of Human Resources Office.
- Responsible for development and formulation of University policies.
- Responsible to provide strategic alliances with Government, industry, local, National and International Institutions.
- Required to provide strategic directives and leadership to the department and University.
- Develops KPIs for promotion to non academic staff.
- Plans and implements training program.
- Oversees management training programs.
- Reports to Deputy Vice Chancellor for Administration and Finance.
- Performs any other duties as may be assigned by the University Management.

2. Estate Officer. (one post)

Essential Qualifications.

- Must have a Bachelors degree or Advance Diploma in Environmental/Civil /Architectural Engineering.
- Excellent Communication and interpersonal skills.
- Computer skills.

Job Description:

- Assists in developing objectives and plans, installing systems and procedures relating to estate management.
- Conduct feasibility studies and evaluates the viability of proposed projects in estate management.
- Maintains co-coordinative work contacts with building staff of the Estates Department.
- Participates in the development and implementation of training programmes for estate staff.
- Provides consultancy services in estate management.
- Performs any other duties may be assigned by his/her senior.

Quantity Surveyor (one Post)

Essential Qualifications

- Must have a Bachelor Degree in Quantity survey or equivalent
- Computer skills

Job Description:

- To prepare tender and contract documents indicating bills of quantities with the architect and or the client.
- Undertakes cost analysis for repair and maintenance project work.
- Assists establishing the University requirement and undertakes feasibility studies.
- Performs risk, value management and cost control.
- Advice on a procurement strategy.
- Identifies, in analyses and develop response for commercial risk.
- Prepares and analyses cost for tenders.
- Allocates work for subcontractors.
- Provides advice on contractual claims.
- Analyses outcomes and write detailed progress report.
- Evaluates completed work and arrange payments.
- Maintains awareness of the different building contracts in current use.
- Understands the implications of health and safety regulations.
- Provides post occupancy advice, facilities management services and life cycle costing advice.
- Assists the University in locating and accessing additional and alternative sources of funding.
- Enables the University clients to initiate construction projects.
- Advise on the maintenance cost of specific buildings.
- Performs any other duties as may be assigned by his/her senior.

3. Marketing Officer

(One post on part-time bases)

Essential Qualifications.

- Must have a Bachelors' degree with good GPA in Marketing or Business Administration or related field.
- Strong communication, sales, presentation management and leadership skills.

- Computer skills.

Job Description:

- Prepares plans and projects managing the publication of all publicity material to maximize brands promotion.
- Creates marketing and Public Relations campaigns to see them executed.
- Creates and develops new innovative ways to communicate the University message to existing stakeholders.
- Plans and manages marketing events and evaluates their effectiveness.
- Develops and implements internal marketing activities.
- Plans, develops and deliver campaigns to a greed with timescales.

Nursery Teacher

Qualification:

- Must have Certificate in Childhood Education.

Duties and responsibilities:

- Works under the directives of the Head Teacher;
- Directs children in the classrooms and works with individual children to improve their activities
- Provides a variety of material and resources for children to explore and use both in learning activities and imaginative plays.
- Attends the children basic needs including feeding and dressing.
- Supervise children outside the classroom.
- Communicates with parents about children progress;
- Runs extra- curricular activities.

Mode of Application.

Applicants should submit their applications supported by detailed Curriculum Vitae, certified photocopies of their certificates, names and addresses of three referees who can be contacted for reference.

Application should be addressed to:

Vice Chancellor,

SUMAIT University P.O. Box 1933,

ZANZIBAR.

Email: info@sumait.ac.tz