



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

JOB OPPORTUNITIES

Abdulrahman Al-Sumait University (**SUMAIT**) was built on the foundation of the former University College of Education Zanzibar established in 1998 by a charity organization; Kuwait based **Direct Aid (AD)**.

The University is introducing new Programs in Office Administration to accommodate for the business needs.

To spear head the above, Abdulrahman Al-Sumait University (SUMAIT) wishes to invites qualified personnel to fill the job vacancies below:

JOB TITLE: TUTOR OFFICE ADMINISTRATION (2 positions)
REPORTS TO: Head Centre of Professional and Continuing Education.

JOB DISCRPTION

- I. Teaching NTA level 4 to 6 Programs.
- II. Conduct tutorials and Practical activities.
- III. Carrying out assessment, monitoring and evaluation of examinations and providing an academic and consultative support to students in their learning activities.
- IV. Engaging in Practical, consultancy and development work as appropriate;
- V. Evaluate performance of Students in all activities
- VI. Assist and supervise students while on field work.
- VII. Providing academic input on course development and review of the existing programs
- VIII. Directing and supervising the work of Tutorial Assistant.

- IX. Participating in development, implementation and maintenance of academic quality assurance arrangements.
- X. Participating in appropriate activities necessary to the development of the department and the Centre of professional and continuing education.
- XI. Performing any other duties assigned by his/her supervisor.

QUALIFICATION REQUIRED AND COMPETENCIES

- I. Holder of a good First Degree in Office Administration, Records and Information Management and other related equivalent disciplines from recognized institutions with a minimum **GPA of 3.8**, a Masters' Degree will be an added advantage.
- II. Possess excellent communication, interpersonal and supervisory skills
- III. Be analytical, critical, results-oriented, innovative, visionary and a good team player
- IV. Be able to act professionally in all situations;

MODE OF APPLICATION

The complete application pack should be submitted to Abdulrahman Al-Sumait University (**SUMAIT**), Chukwani Street, Zanzibar not later **than 3:30hrs on 22nd October, 2021.**

Or you can send your application through our email:
recruitment@sumait.ac.tz

All Applications should be addressed to:

***Vice Chancellor,
Abdulrahman Al-Sumait University (**SUMAIT**)
P.O. Box 1933, Zanzibar.***