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## **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 invite applications from suitably **qualified and competent Individuals** to fill the administrative vacant post as follow: -

#### **1. 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, Abdulrahman Al-Sumait University (SUMAIT) 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 Abdulrahman Al-Sumait University (SUMAIT).
- 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.**

- Bachelor's degree in Islamic Studies, Shariah, Theology, or a related field (Master's degree preferred and considered an added advantage).
- 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.
- Strong knowledge of Qur'an, Hadith, Fiqh, and contemporary Islamic issues.
- 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.

## **2. Tutor of Counselling Psychology (1 post)**

**Job title: Tutor of Counselling Psychology**

**Duty station: Abdulrahman Al-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

### **3. 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

## 4. 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 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 13/02/2026**

Hand delivered applications should reach Abdulrahman Al-Sumait University (SUMAIT), Chukwani Street Zanzibar no later than **3:30hrs on 13<sup>th</sup> February 2026**. Or you can send your application through **email** at: [recruitment@sumait.ac.tz](mailto: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](mailto:recruitment@sumait.ac.tz)**

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