



ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT)

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 established in 1998 by a charity organization; Kuwait based, **Direct Aid Society (DA)**. In line with this expansion, SUMAIT wishes to invite applications from suitable **qualified Individuals** to fill the vacant posts as follows:

1. DEPUTY VICE-CHANCELLOR FOR FINANCE AND ADMINISTRATION (DVC (AF))

JOB LOCATION: ZANZIBAR/TANZANIA

The Council of Abdulrahman Al-Sumait University (**SUMAIT**) seeks to recruit a Deputy Vice-Chancellor (Administration and Finance) from suitably qualified and competent with excellent credentials. The Deputy Vice-Chancellor shall work under the directives of the Vice-Chancellor of the University.

The Deputy Vice Chancellor responsible for administration and finance is the principal assistant to the Vice-Chancellor in all matters pertaining to the administration of the University, including the administration of funds, planning and management of other assets of the University and will act as vice chancellor in the absence of both the Vice-Chancellor and the Deputy Vice-Chancellor responsible for Academic Affairs.

The candidate will be responsible for the development and implementation of sound financial and administrative policies needed by the University to realize its mission, vision and strategic objectives.

DUTIES AND RESPONSIBILITIES

Deputy Vice-Chancellor for, Finance and Administration shall: –

- Shall be the overall responsible for direction and administration of the Division of Administration, Finance and Planning of the university.
- Ensure the university Management is properly and promptly advised to comply with all statutory and legal requirements currently in force.

- Be accountable to Vice Chancellor in respect to matters related to Planning, Finance and Administration
- Supervise and maintain acceptable standards of staff.
- Provide leadership and supervisory guidance to the general administration and personnel management of the University.
- Advise the Vice Chancellor on all administrative, personnel, planning and financial matters.
- Ensure implementation of policies and strategies that support the realization of University's overall mission and vision.
- Develop and implement University regulations, policies as well as adhere to national laws and regulations to ensure effective performance and delivery of services.
- Coordinate the design, implementation, revision and evaluation of the University's periodic strategic plan.
- Develop internal and external linkages with other academic institutions, industry, government agencies, funding organizations and other relevant bodies that are beneficial to the university.
- Be responsible for formulating financial, accounting, staff and administrative policies and procedures of the University, prepare budget, and submit audited accounts.
- Perform any other related duties as may be assigned to him or her by the Vice Chancellor or by the University.

Academic Qualifications, Experience, Skills and Competencies

- Be a Professor or an Associate Professor of a recognized University with an earned PhD in a relevant discipline.
- Should have at least ten (10) years of proven experience in management, leadership and administration, three (3) of which should have been at a senior level from a reputable Institution.
- Should have good knowledge and skills of financial management and resource mobilization.
- Should have knowledge and experience in strategic planning and budgeting, policy making and implementation in higher education.
- Understand the relevant policy and legal framework for financial management for higher education in Tanzania.
- Should have good communication, negotiation and people skills.

Tenure:

The Deputy Vice Chancellors for Finance and Administration shall serve the office for a term of four (4) years and may be reappointed for another term of four (4) years subject to the Council recommendations and approval of the Board of Trustees on evidence of excellent performance.

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. JOB TITLE: University Bursar (1 position)

REPORTS TO: Deputy Vice Chancellor Administration and Finance.

JOB LOCATION: ZANZIBAR/TANZANIA

Summary Description:

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.

4. ACADEMIC POSITIONS (5 Posts)

The Lecturer/Senior Lecturer in Cybersecurity, Data Science and Computer Sciences.

JOB LOCATION: ZANZIBAR/TANZANIA

1. FACULTY OF SCIENCES

Department of Mathematics and Computer Sciences

2. The Lecturer /Senior Lecturer in Cybersecurity – two (2) position.
3. The Lecturer /Senior Lecturer in Data Science/AI - Two (2) position.
4. The lecturer/Senior lecturer in Computer Science – One (1) position.

Job Specification/Consideration.

The Lecturer/Senior Lecturer in Cybersecurity - Two (2) Positions

Qualifications:

- Ph.D. in Cybersecurity or a closely related field (Computer Security, Information Security, Network Security, System Security, etc.), OR a Ph.D. in Computer Science or Information Technology with a research focus in Cybersecurity.
- Master's Degree in Cybersecurity or a closely related field (Computer Security, Information Security, Network Security, System Security, etc.), OR a Master's Degree in Computer Science or Information Technology with a research focus in Cybersecurity, with G.P.A of at least 4.
- A Bachelor's Degree in a relevant field (Cybersecurity, Computer Security, Information Security, Network Security, Computer Science, Information Technology, Computer Networks, Information Systems, Computer Engineering, Software Engineering, ICT, etc.), with G.P.A of at least 3.5.
- A strong record of research publications in cybersecurity or related fields.

Essential Requirements:

- University-level or relevant industry experience teaching core cybersecurity, computer science, information technology and related subjects.
- Ability to teach core subjects across Cybersecurity, Computer Science, and IT, including security fundamentals (Cybersecurity, Network Security, Cryptography, Digital Forensics), systems and infrastructure (System Administration, Security Strategies), and key CS/IT areas (Data Structures, Algorithms, Programming, Operating Systems, Software Engineering, Databases, Web Development, Cloud Computing, IoT, Machine Learning, HCI), and other relevant subjects
- Familiarity with Cyber Law, Cyber Warfare, and Cyber Risk Management OR related IT/CS governance concepts.
- Practical or working knowledge of security tools (Kali Linux, firewalls, Wireshark, SIEM, IDS/IPS) OR equivalent IT/CS tools and practices; basic penetration-testing and vulnerability-assessment skills are an advantage.
- Working understanding of security fundamentals: protocols, cryptography, incident response, and OS security (Windows, Linux, Unix), OR demonstrated solid foundational knowledge from CS/IT coursework or industry practice.
- Awareness of cybersecurity and IT risk/compliance frameworks (e.g., NIST, ISO 27001).)
- Ability and willingness to develop and deliver curriculum and practical labs on cybersecurity OR related CS/IT topics.
- Research experience or demonstrated research interest in cybersecurity, computer science, or information technology, or relevant field experience

The Lecturer /Senior Lecturer in Data Science/AI – Two (2) Positions

Qualifications:

- Ph.D. in Data Science or a closely related field (Artificial Intelligence, Machine Learning, Data Analytics, Big Data, Big Data Analytics, etc.), OR a Ph.D. in Computer Science or Information Technology with a research focus in Data Science/AI.
- Master's Degree in Data Science or a closely related field (Artificial Intelligence, Machine Learning, Data Analytics, Big Data, Big Data Analytics, etc.), OR a Master's Degree in Computer Science or Information Technology with a research focus in Data Science/AI, with G.P.A. of at least 4.0.
- A Bachelor's Degree in a relevant field (Data Science, Computer Science, Artificial Intelligence, Machine Learning, Data Analytics, Big Data, Big Data Analytics, Information Systems, Software Engineering, Computer Engineering, Computer Networks, ICT, etc.), with G.P.A. of at least 3.5.
- A good record of research publications in Data Science/AI or related fields

Essential Requirements:

- University-level or relevant industry experience teaching core Data Science/AI, OR related Computer Science/Information Technology subjects.
- Ability to teach core subjects across Data Science/AI, Computer Science, and IT, including data & ML fundamentals (Data Science/AI, Machine Learning, Deep Learning, Natural Language Processing), systems and infrastructure (Big Data platforms, Cloud Analytics), and key CS/IT areas (Data Structures, Algorithms, Programming, Operating Systems, Software Engineering, Databases, Web Development, Cloud Computing, IoT, HCI), and other relevant subjects.
- Familiarity with data governance, data privacy, and ethical AI OR related IT/CS governance concepts.
- Practical or working knowledge of data science and AI tools (Python data stack, R, SQL, Hadoop, Spark, TensorFlow, PyTorch, Jupyter, BI tools) OR equivalent CS/IT tools and practices; experience with model evaluation, deployment, and MLOps is an advantage.
- Working understanding of data and ML fundamentals: data cleaning, feature engineering, model evaluation, and production issues (scaling, monitoring, reproducibility), OR demonstrated solid foundational knowledge from CS/IT coursework or industry practice.
- Awareness of data/AI frameworks and standards (e.g., CRISP-DM, Responsible AI principles, explainability practices).
- Ability and willingness to develop and deliver curriculum and practical labs on Data Science/AI OR related CS/IT topics.
- Research experience or demonstrated research interest in Data Science/AI, computer science, or information technology, or relevant field experience.

The computer Science Lecturer/Assistant Lecturer - One (1) position

Qualifications :

❖ Lecturer

- Ph.D. in Computer Science or a closely related field (Information Technology, Software Engineering, Computer Engineering, Information Systems, ICT, Computer Networks and Communication, Artificial Intelligence, Data Science, etc.).
- Master's Degree in Computer Science or a closely related field (Information Technology, Software Engineering, Computer Engineering, Information Systems, ICT, Computer Networks and Communication, Artificial Intelligence, Data Science, etc.), with G.P.A of at least 4.
- Bachelor's Degree in a relevant field (Information Technology, Software Engineering, Computer Engineering, Information Systems, ICT, Computer Networks and Communication, Artificial Intelligence, Data Science, etc.), with G.P.A of at least 3.5.
- A strong record of research publications in Computer Science or related areas.

❖ Assistant Lecturer

- Master's Degree in Computer Science or a closely related field (Information Technology, Software Engineering, Computer Engineering, Information Systems, ICT, Computer Networks and Communication, Artificial Intelligence, Data Science, etc.), with G.P.A of at least 4.
- Bachelor's Degree in a relevant field (Information Technology, Software Engineering, Computer Engineering, Information Systems, ICT, Computer Networks and Communication, Artificial Intelligence, Data Science, etc.), with G.P.A of at least 3.5.

Essential Requirements:

- University-level or relevant industry experience teaching core Computer Science and related subjects,
- Ability to teach core Computer Science subjects, including Data Structures, Algorithms, Web app development, Mobile app development, Software Engineering, Human-Computer Interaction, Software Testing and Integration, Database Systems, E-learning, Software Development Management, Operating Systems, Distributed Systems, Artificial Intelligence, Machine Learning, Computer Networks, Computer Architecture, Programming Languages, and other relevant subjects.
- Familiarity with current trends in Computer Science, including Big Data, the Internet of Things (IoT), Blockchain, Cloud Computing, etc.
- Proficiency in programming languages such as Java, Python, C++, JavaScript, and VB.NE, SQL, and other relevant languages for teaching and practical applications.
- Working understanding of software development methodologies, including Agile and DevOps practices, along with hands-on experience with computer science frameworks and tools such as Git, Docker, Kubernetes, and various development environments
- Ability to develop and deliver curriculum on Computer Science topics.

- Research experience and willingness to conduct research in Computer Science and related areas.

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 28/2/2026

Hand delivered application should reach **SUMAIT**, Chukwani Street Zanzibar not later **than 3:30hrs on 28th February 2026**. 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.**