



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

جامعة عبد الرحمن السميظ زنجبار

JOB OPPORTUNITIES (Only Tanzanians may apply)

The Abdulrahman Al-Sumait University (**SUMAIT University**) 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)**. In line with this expansion, of **SUMAIT University - Zanzibar**.

Therefore, SUMAIT University wishes to invites both applications from suitable Internal and External **qualified Individuals** to fill the administration vacant post as follow:-

Head of Admission, Registration and Certification (1 Posts)

We are searching for a decisive, driven Admission, Registration and Certification Head to lead our admissions department as we examine, define, and conduct our admissions process and promote our University to prospective students and their guardians. The Admission, Registration and Certification Head will help establish and update our procedures and criteria, work with potential students to determine their eligibility, and oversee the admissions and registration process as we evaluate applications and issues decisions. You will also plan and oversee promotional activities and schedule or conduct tours, student interviews, and information sessions.

To be a successful Admission, Registration & Certification Head, you should be committed to promoting our University and attracting top talent. You should be engaging, highly organized, and analytical with exceptional communication skills.

Admission, Registration and Certification Head Responsibilities:

- Admitting and registering students according to the TCU procedures and University principles.
- Helping university, and other academic institutions establish, examine, alter, and explain admissions guidelines, processes, and requirements.
- Assisting in the admissions decision making process as student applications are evaluated and accepted or denied.
- Providing students, parents, and guardians with information regarding admissions requirements and processes, financial aid applications, enrollment issues, or other procedures.

- Engaging in the recruiting process by planning, coordinating, and overseeing promotional events, campus tours, student interviews, and other admissions activities.
- Reviewing and interpreting student information, including test scores, extracurricular activities, and grades.
- Communicating changes, statistics, and other information to the University Vice Chancellor, DVC Academic, and department heads.
- Preparing all necessary arrangements for registration of students and courses, and monitoring academic load for students in accordance with the instructions, and follow-up add-and-drop processes.
- Following up on matters related to transfer students from other universities.
- Preparing lists of expected graduates and checking their academic records and study plans.
- Following up on execution of curricula in the electronic system.
- Preparing statistics and reports needed inside and outside the University.
- Issuing graduation certificates and transcripts in addition to other documents in both Arabic and English.
- Preparing pamphlets, brochures and forms related to admission and registration.
- Directing, hiring, and coaching admissions staff members

Knowledge, Skills and Abilities Required

- Ability to develop and deliver presentations.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to gather data, compile information, and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of student recruitment and retention issues.
- Knowledge of the broad spectrum of available university academic units, curricula, and programs.
- Ability to develop, plan, and implement short- and long-range goals.
- Organizing and coordinating skills.
- Skill in the use of computerized systems and databases.
- Ability to design and write promotional material.
- Ability to evaluate student transcripts and/or records.
- Knowledge of university admissions policies, standards, and procedures.

Admissions Head Requirements:

Academic Qualifications:

- Master's degree in Education, Information Technology (IT), Statistics, Social studies or other related field may be preferred.
- Extensive experience in education or admissions and Registration.
- Understanding of statistics, admissions requirements and procedures, and financial aid application processes.
- Experience with specific schools may be a major plus.
- Ability to analyze and interpret information.

- Strong interpersonal, presentation, networking, and verbal and written communication skills.
- Proficiency with computers.
- Some sales and marketing skills may prove beneficial.

Mode of Application

Applicants should submit their applications supported by detailed Curriculum Vitae (C.V.), 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).

Salary and Remunerations

SUMAIT University offers attractive salary and remunerations according to the University's Salary Scales.

Dead line 26/February/2021

Hand delivered application should reach to **Sumait University**, Chukwani Street Zanzibar not later **than 3:30hrs on 26th February, 2021**. Or you can send your application through **Email at: recruitment@sumait.ac.tz**

Applications should be addressed to:

**Vice Chancellor,
SUMAIT University,
P.O. Box 1933, Zanzibar.
Email: recruitment@sumait.ac.tz**