



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

جامعة عبد الرحمن السميط زنجبار

JOB OPPORTUNITIES

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**. The University is also making restructuring of Programs and Faculties in Education and Administration positions to accommodate the business needs.

Therefore, SUMAIT University wishes to invites applications from suitable Internal **qualified Individuals** to fill the administrative vacant posts as follows:-

1. Head of Admission, Registration and Certification (1 Post)

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.

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.

Essential Duties, Tasks & 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.
- 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.

Qualifications:

- Master's or Bachelor 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.
- Ability to analyze and interpret information.

2. IT Technician (2 posts)

SUMAIT University is looking for a qualified IT Technician that will install and maintain computer systems and networks aiming for the highest functionality.

A successful IT Technician must have a thorough knowledge of computer software and hardware and a variety of internet applications, networks and operating systems. The ideal candidate will also have great troubleshooting abilities and attention to detail.

Essential Duties, Tasks & Responsibilities:

- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality
- Install and configure appropriate software and functions according to specifications
- Develop and maintain local networks in ways that optimize performance
- Ensure security and privacy of networks and computer systems
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Organize and schedule upgrades and maintenance without deterring others from completing their work
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- Maintain records/logs of repairs and fixes and maintenance schedule
- Identify computer or network equipment shortages and place orders

Qualifications

- Certification or Diploma in IT Technician will be an advantage (e.g. CompTIA A+, Microsoft Certified IT Professional).

- Diploma in Computer Science, engineering or relevant field
- Proven experience as **IT Technician** or relevant position
- Excellent diagnostic and problem solving skills
- Good knowledge of internet security and data privacy principles

3. Maintenance Technician (1 post)

A maintenance Technician is responsible for keeping a facility operating and repairing any problems when they are discovered before they have a chance to worsen. A Maintenance Technician will usually be required to perform a wide range of repair tasks around a University.

Essential Duties, Tasks & Responsibilities:

- Maintains and repairs University buildings replacing broken windows, changing light bulbs, repairing electrical circuits etc.
- Performs regular inspections and checks of all facilities and equipment within the University, in order to identify maintenance needs at an early stage and take swift corrective action.
- **A Maintenance Technician requires a diverse mix of both hard and soft skills, particularly manual labour skills, including:-**
 - Electrical wiring capabilities to manage problems with the building's electricity.
 - Carpentry ability to handle basic repairs around the building.
 - Grounds keeping if the facilities contain lawns or other outdoor areas in need of maintenance.
 - Interpersonal skills to interact with employees or residents of the building in a pleasant manner
 - Physical stamina to handle a full shift of being active and working on the University building.

Qualifications

- Diploma holder in Electrical Engineering/FTC
- A minimum of four years experience as a mechanical technician in an education field or related industry.
- Extensive knowledge of mechanical engineering designs, installations, maintenance, and repairs.
- Proficiency in mechanical design and diagnostic testing software.
- Exceptional analytical, critical thinking and problem-solving abilities.
- Excellent communication and collaboration skills.
- Great organizational and time management abilities.
- Willingness to perform mechanical maintenance and repairs outside of business hours.
- Performing any other duties assigned by the Estate Officer.
- **Age of not more than 45 years.**

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 30/05/2021

Hand delivered application should reach to **Sumait University**, Chukwani Street Zanzibar not later **than 3:30hrs on 30th May, 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**