

VACANT POSTS

Applications are invited from suitably qualified persons to fill the posts at Zanzibar University as shown hereunder.

- I. Senior Lecturers/Lecturers/Assistant Lecturers for the Programme of International Relations and Diplomacy.(4 posts)**
- II. Senior Lecturers, Lecturers/Assistant Lecturers for English Language.(2 posts)**

Qualifications:

- a) Senior Lecturer: Holder of PhD and some publications or textbooks.
- b) Lecturer: At least holder of PhD.
- c) Assistant Lecturer: At least holder of Master Degree with at least GPA of 4.0 for Postgraduate and at least 3.5 GPA for Undergraduate Degrees.
- d) A successful applicant will be employed as a Senior Lecturer/Lecturer /Assistant Lecturer according to the Tanzania Commissions of University and Zanzibar University guidelines.

Principal Duties and Responsibilities

- a) Understudying senior members through attending lectures, seminars, tutorials and practical training;
- b) Assisting in supervision of tutorials, seminars and practical;
- c) Assisting in research, consultancy and outreach activities;
- d) Marking and invigilating all types of university examinations;
- e) Performing all administrative tasks assigned by the Faculty Dean including recording of the minutes of the Faculty Board Meeting;
- f) Performing any other duties that may be assigned by relevant authority.

iii. Deputy Bursar (one post)

Qualifications:

He must be a holder of at least Master's degree in accounting, finance or any other related field plus CPA with at least three years working experience in Accounting Field.

iv. Medical Officer (one post)

Qualifications:

- (a) Possession of a Medical degree or its equivalent from a recognised institution plus successful completion of internship in a consultant hospital;
- (b) At least three years working experience;
- (c) Good Command of English and Kiswahili languages;

v. Administrator cum Secretary (one post)

Qualifications

- a) Degree holder (at least upper second) in public administration or records management;
- b) Good command of written and spoken English language;
- c) Skills in office management and compute;
- d) Working experience of at least three years in a reputable organization.

vi. Planning Officer (one post)

Qualifications:

A candidate is required to possess the following minimum qualifications:

- a) A bachelor's degree in any commercial discipline preferably Business Administration, Banking, and Finance or equivalent;
- b) Transparent and high integrity leadership;
- c) At least one year experience of senior management post;
- d) Solid, hand-on, budget management skills, including budget preparation, analysis, decision making, and reporting;
- e) Strong organizational abilities including planning, delegating, program development, project management and task facilitation;
- f) Knowledge of computer applications,
- g) Knowledge of fundraising strategies
- h) Strong written and oral communication skills;
- i) Demonstrate ability to oversee and collaborate with staff.

Salary and Other Benefits for all posts:

Successful applicants will be provided with:

1. An employment offer to start working immediately;
2. Good salary, house allowance and reasonable transport allowance;
3. Health insurance that will start immediately.

Mode of Application:

An applicant is required to submit typed application letter with detailed Curriculum Vitae and copies of relevant academic certificates. He/She should also indicate his current postal address, telephone number and e-mail whichever possible.

Applications should be addressed to:

**Vice Chancellor,
Zanzibar University,
P.O. Box 2440,
Zanzibar, or**

info@zanvarsity.ac.tz or one can submit his application letter and other documents directly to our offices in Tunguu, during office hours.

Deadline for receiving application is 22nd September, 2020. Only the shortlisted applicants will be notified.