



THE STATE UNIVERSITY OF ZANZIBAR (SUZA)

JOB OPPORTUNITIES

The State University of Zanzibar (SUZA) invites applications from qualified Zanzibaris to be considered to fill the following academic and administrative vacant posts:

1. ACADEMIC POSTS:

(i) Tutorial Assistant in:

1. Chinese language (One post)
2. English linguistic (One post)
3. Biology (One Post)
4. Social Work (Two posts)

Qualifications

Holder of Bachelor Degree in the relevant field with minimum GPA of not less than 3.5 out of 5 or its equivalent.

Duties and Responsibilities

- i. To conduct tutorials, seminars and practicals for undergraduate programmes.
- ii. To assist in research, consultancies and outreach activities.
- iii. To perform any other relevant duties as may be assigned by relevant authority.

(ii) Assistant Lecturer/Tutorial Assistant in:

1. Gastronomy (One post)

Qualifications

Holder of Master Degree in the relevant field with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.5 out of 5 or its equivalent in the first Degree in the same field.

Duties and Responsibilities

- i. To conduct lecture, tutorials, seminars and practical for undergraduate programmes.
- ii. To conduct and publish/disseminate research results.
- iii. To participate in research, consultancies and community services.
- iv. To perform any other relevant duties as may be assigned by relevant authority.

2. Assistant Lecturer in:

1. History (One post)
2. Parasitology (One post)
3. Chemistry/Biology (One post)
4. Account and Finance ((One post)
5. Horticultural Science ((One post)
6. Crop Protection (One post)
7. Procurement (Two posts)

Qualifications

- i. Holder of Master Degree in the relevant field with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.5 out of 5 or its equivalent in the first Degree in the same field.
- ii. To perform any other relevant duties assigned by relevant authority.

Duties and Responsibilities

- i. To conduct lecture, tutorials, seminars and practical for undergraduate programmes.

- ii. To conduct and publish/disseminate research results.
- iii. To participate in research, consultancies and community services.
- iv. To perform any other relevant duties assigned by relevant authority.

(iv) Lecturer in:

- 1. Internal Medicine ((One post)
- 2. Biology ((One post)
- 3. Geography (One post)

Qualifications

Holder of PhD in the relevant field, Master Degree in the same field with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.5 out of 5 or its equivalent in the first Degree in the same field.

Duties and Responsibilities

- i. To conduct lecture, tutorials, seminars and practical for undergraduate programmes.
- ii. To conduct and publish/disseminate research results.
- iii. To undertake consultancies and community services.
- iv. To supervise field practical, undergraduate special projects, masters and PhD.
- v. To perform any other relevant duties assigned by relevant authority.

2. ADMINISTRATIVE POSTS

- (i) Admission Officer Grade II (One post)
- (ii) Examination Officer Grade II (Two posts)

Qualifications

Holder of Bachelor Degree in B.A/BSc Education.

Duties and Responsibilities

- i. To participate in administering admission/examination of students in the University and maintain confidentiality of the same.
- ii. To prepare list of students eligible for admissions and examination.
- iii. To maintain students' Statistics.
- iv. To maintain students' personal files/records.
- v. To assist in arrangement of invigilators and monitoring their invigilation.
- vi. To perform any other relevant duties assigned by relevant authority.

(iii) Student Relations Officer Grade II (One post)

Qualifications

Holder Degree in B.A/BSc Education or related field.

Duties and Responsibilities

- i. To maintain accurate students' records.
- ii. To provide students with all academic services.
- iii. To participate in the University ceremonial affairs.
- iv. To perform any other relevant duties assigned by relevant authority.

(iii) Procurement Officer II (Two posts)

Qualifications

Holder of Bachelor Degree in Materials Management or Procurement and Logistics or related field.

Duties and Responsibilities

- i. To participate in purchase and supply of goods.
- ii. To receive and issue goods to users.
- iii. To participate in maintaining stock controls and accounts.
- iv. To arrange stock and inventories in the store.
- v. To perform any other relevant duties assigned by relevant authority.

(iv) Media Engineer II (One post)

Qualifications

Holder of Bachelor Degree in Computer Science, Information Technology/Computer Network Engineering or related field.

Duties and Responsibilities

- i) To set studio for recording content.
- ii) To manage video and audio technologies
- iii) To ensure the availability of equipment and well set for production of the content.
- iv) To deal with electromagnetic interference.
- v) To perform any other relevant duties assigned by relevant authority.

(v) Production Engineer II (One post)

- i) To be in charge of overall production for digital content of the centre.
- ii) To be responsible for the quality of video and audio of the learning content.
- iii) To be responsible for editing the content before broadcasting.
- iv) To perform any other relevant duties assigned by relevant authority.

(vi) Security Guard III (Four posts)

Qualifications

Holder of Certificate of Secondary Education Examination with Certificate in Security Service Training from JKU/JKT.

Duties and Responsibilities

- i. To safeguard resources of the University.
- ii. To guide guests/customers visiting the University.
- iii. To inform respective authorities in case of emergencies.
- iv. To perform any other relevant duties assigned by relevant authority.

(vii) Office Attendant III (Two posts)

Qualifications

Holder of Certificate of Secondary Education Examination.

Duties and Responsibilities

- iii. To clean office premises.
- iv. To photocopy, bind and laminate documents.
- v. To serve executives and members in meeting.
- vi. To perform any other relevant duties assigned by relevant authority.

GENERAL CONDITIONS

- i. All applicants must be Zanzibaris.
- ii. Applicants must attach an up to date curriculum vitae.
- iii. Applicants should apply on the strength of the information given in this advertisement.
- iv. Applicants must attach their certified copies of the following certificates:
 - Postgraduate and undergraduate certificates.
 - Postgraduate and undergraduate transcripts.
 - Certificate of Secondary Education Examination and/or Advanced Certificate of Secondary Education Examination.
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies.
 - Birth Certificate.
- v. Attaching copies of the following certificates is strictly not accepted:
 - Certificate of Secondary Education Examination and/or Advanced Certificate of Secondary Education Examination result slips.
 - Testimonials and all partial transcripts.
- vi. Overqualified candidates should not apply.
- vii. Applicants employed in the public Service should route their application letters through their respective employers.
- viii. Applicants should indicate two (2) reputable referees with their reliable contacts.
- ix. Certificates from foreign examination bodies for ordinary or advanced level education should be verified by the National Examinations Council of Tanzania (NECTA) and for Technical Education by National Council for Technical Education (NACTE).

- x. Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU).
- xi. An applicant with special needs/case (disability) is advised to indicate.
- xii. A signed application letter should be written either in Kiswahili or English language and addressed to:

Vice Chancellor

The State University of Zanzibar

P. O. Box 146

Zanzibar.

Deadline for application is **19th June, 2020.**

- xiii. Online applications through vc@suza.ac.tz with scanned credentials in PDF are acceptable.
- xiv. Only shortlisted candidates will be informed on a date for interview.
- xv. Presentation of forged certificates and other information will necessitate to legal action.