



THE STATE UNIVERSITY OF ZANZIBAR (SUZA)

JOB OPPORTUNITIES

The State University of Zanzibar (SUZA) is the Public University in Zanzibar established by Act No. 8 of the House of Representatives of 1999 which was amended by Act No. 11 of 2009, and further re-amended by Act No. 7 of 2016, Act No 1 Part 4 of 2019 and Act No. 13 of 2020. Since its inception in 2002, SUZA has been expanding in academic programmes as well as student enrolment. Its vision is to be the most preferred University in the Eastern Africa.

The State University of Zanzibar (SUZA) invites competent and suitable qualified applicants to fill **five (5)** academic and **seven (7)** administrative vacant posts as listed:

I. ACADEMIC POSTS

A) Field of Hospitality and Tourism Management

- i) Tutorial Assistant in Hospitality and Tourism Management (one post).
- ii) Tutorial Assistant in Culinary Art (one post).

B) Field of Agriculture

- i) Tutorial Assistant in Agribusiness (one post).
- ii) Tutorial Assistant in Agriculture Mechanics/Engineering (one post).

C) Field of Procurement

- i) Tutorial Assistant in Procurement (one post).

Tutorial Assistants Qualifications

Holder of First Degree with a minimum GPA of 3.5 out of 5 in the relevant field from any Higher Learning Institution recognized by Revolutionary Government of Zanzibar.

Duties and Responsibilities

- i) Conduct tutorial/seminars and practical training;

- ii) Assist in research, consultancy and outreach programs activities;
- iii) Understudy senior members, including attending lectures, seminars, tutorials and practical training; and
- iv) Perform any other relevant duties assigned by relevant authorities.

II. ADMINISTRATIVE POSTS

A) IT Officer Grade I (two posts - One post Unguja and one post Pemba)

Qualifications

Holder of BSc. in Computer Science, Computer Engineering, Information Technology or related field from Higher Learning Institution recognized by Revolutionary Government of Zanzibar.

Duties and Responsibilities

- i) Analyze, design and programme medium size applications;
- ii) Install standard software and server operating systems;
- iii) Install networking hardware/software;
- iv) Develop and maintain Website and intranet;
- v) Install modems and dial – up networking;
- vi) Solve complex hardware/software problems;
- vii) Perform any other relevant duties assigned by the relevant authority.

B) Library Officer Grade II (one post)

Qualifications

Holder of Bachelor Degree in library science, librarianship and information studies, Information Studies or related field from a recognized Higher Learning Institution by Revolutionary Government of Zanzibar.

Duties and Responsibilities

- i) Check books in and out of the library;
- ii) Administer Library records;
- iii) Plan and deliver client-centered programs and services;
- iv) Administer reference and readers' services;
- v) Undertake bibliographical searching;
- vi) Draft original catalogue entries, reference work, collection development, correspondences, etc.;
- vii) Perform any other relevant duties assigned by the relevant authority.

C) Office Secretary Grade III (two posts)

Qualifications

Holder of Diploma in Secretarial Studies, Secretarial Studies and Office Management or related field from Higher Learning Institution recognized by Revolutionary Government of Zanzibar.

Duties and Responsibilities

- i) Collect, prepare and typing letters, reports, minutes, notices, bulletins, circulars, certificates, charts stencils and other related documents both in English and Kiswahili;
- ii) Proper handling and care of all office devices/machines under and make sure they are used for official work only;
- iii) Handle office files, correspondences, records and ensure availability of office facilities;
- iv) Arrange and serving office meetings, appointments, receive and direct visitors;
- v) Prepare all office requirements and maintain diaries;
- vi) Ensure proper custody of all office documents;
- vii) Perform any other relevant duties assigned by the relevant authority

D) Medical Laboratory Scientist Grade II (One Post)

Qualifications

Holder of Bachelor Degree in Medical Laboratory Science from Higher Learning Institution recognized by Revolutionary Government of Zanzibar and must be registered as a Laboratory Practitioner by Zanzibar Medical Laboratory Council.

Duties and Responsibilities

- i) Perform routine laboratory tests according to established laboratory protocols and procedures;
- ii) Ensure that the laboratory is kept clean and the equipment is available in working order all the time;
- iii) Ensure that all samples for investigations are kept in safe custody;
- iv) Provide laboratory services against epidemics and emergency situation within catchments area;
- v) Perform daily routine preventive maintenance of laboratory equipment;
- vi) Ensure proper records of laboratory investigations is maintained and controlled;
- vii) Perform any other relevant duties assigned by the relevant authority.

E) Pharmaceutical Laboratory Scientist Grade II (One Post)

Qualifications

Holder of Bachelor Degree in Pharmacy from Higher Learning Institution recognized by Revolutionary Government of Zanzibar and must be licensed by Zanzibar Food and Drugs Authority.

Duties and Responsibilities

- i) Perform routine lab tests to ensure that products meet quality standards;
- ii) Record test results and identify problems or inconsistencies with samples or procedures;
- iii) Clean equipment and maintain supplies to ensure that the lab is in good working order;
- iv) Maintain inventory of supplies and reorder items as needed;
- v) Mix solutions and prepare reagents for experiments as directed by supervisor;
- vi) Assist with the setup and breakdown of equipment when needed;
- vii) Prepare samples for analysis by collecting, measuring, mixing, titrating, filtering, weighing, or labeling substances;
- viii) Review data charts and reports generated by equipment to ensure accuracy and consistency;
- ix) Follow safety procedures when handling chemicals or equipment in order to reduce the risk of accidents or injuries;
- x) Prepare laboratory procedures for students' practical training and
- xi) Perform any other relevant duties assigned by the relevant authority.

TERMS OF SERVICE

Permanent and Pensionable.

TERMS AND CONDITION FOR APPLICATION

- i) Applicants should attach copies of relevant academic certificates, Zanzibar ID, current curriculum vitae, recommendation letter from two (2) outstanding academic/work referees and indicate reliable contacts.
- ii) Applicants who are not a public servants should not exceed 40 years of age during application date;
- iii) Applicants under Public service employment MUST forward their application letters through their respective employers. Failure to do that, their applications will not be considered.
- iv) Certificates from Foreign Examination Bodies for Ordinary or Advanced Level Education should be verified by the National Examination Council of Tanzania (NECTA) and for Technical Education should be verified by the National Council for Technical and Vocational Education and Training (NACTVET).

- v) Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU).
- vi) Applicants with disabilities are advised to indicate their special needs.
- vii) Applicants should apply on the strength of the information given in this advertisement.

How to Apply

Candidates should submit resumes and cover letters to **Vice Chancellor, State University of Zanzibar P.O. Box 146, Tunguu - Zanzibar**, not later than **May 26, 2023 before 16:00 hours**. Candidates should indicate the positions for which they are applying in the subject line. Only qualified candidates will be invited for an interview.