

**Applications are invited from suitably qualified persons to fill the following vacant posts at Zanzibar University.**

**I. Data manager**

**Qualifications:**

- a. An applicant must be a holder of a at least Bachelor in Business Administration, Business information technology, Statistic or Social Sciences;
- b. He must have a good command of written and spoken English language;
- c. Working experience will be an added advantage.

**II. MINUTES WRITER**

**Qualifications**

- a) An applicant must possess at least degree in English Language or social sciences;
- b) Must have a good command of English and Swahili languages; knowledge of Arabic language will be added advantage,
- c) An experience in University system will be an added advantage

**III. Internal Auditor**

**Qualifications:**

- (a) An applicant must have CPA
- (b) At least five years working experience in the same field
- (c) Must be computer literate

**IV. Receptionist at Alzahra hospital**

- a. A candidate must have a Certificate or Diploma in secretarial services or social science
- b. Knowledge of computer skills (MS Word, spread sheet and data Management)
- c. Good command of written and spoken English language
- d. Working experience will be an added advantage.

**Salaries and Other Benefits:**

A successful applicant will be provided with:

1. A permanent contract once he has served the University for three years with good performance;
2. Good salary, house allowance (20%) and reasonable transport allowance;
3. Health insurance.

**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.

**Applications should be addressed to:**

**Vice Chancellor**

**Zanzibar University**

**P.O. Box 2440**

**Zanzibar,**

**Or**

[info@zanvarsity.ac.tz](mailto:info@zanvarsity.ac.tz) or one can submit his application letter and other related documents directly to Zanzibar University offices in Tunguu, during office hours.

**Deadline for receiving application is 14<sup>th</sup> October 2019. Only the shortlisted applicants will be notified.**