



VACANT POST

Zanzibar University (ZU) is seeking to recruit a highly qualified and committed Tanzanian to fill the vacant post of Deputy Vice Chancellor for administration.

Qualifications:

A candidate must have a least a master's degree in Social Sciences biased in management or administration with not less than five year experience in similar position at a recognized higher learning or service institutions.

Duties and Responsibilities:

- In charge of all administrative matters of the University including the following:
 1. To prepare financial statements;
 2. Check accuracy of payments vouchers'
 3. Perform any other duties as may be assigned to him/her by his senior.

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

Deadline for receiving application is 25th December, 2017. Only the shortlisted applicants will be notified.