



VACANT POSTS

Applications are invited for the posts of Human Resources Officer, Administrator cum Secretary, Accountant and Messenger to work at Zanzibar University which is situated at Kibele area.

I. Human Resource Officer

Qualifications:

- a) Postgraduate University degree/Diploma in Human Resources Management, Public Administration, Management, Law or Social Sciences
- b) Sound knowledge of University Management
- c) Excellent management, human relations and communication skills
- d) Must have proven ability to design and implement effective Human Resources Management and Administration system, develop Human Resources policies and procedures
- e) Experience in labour relations and knowledge in country's labour laws.

II. Administrator cum Secretary

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 computer
- d) Working experience of at least three years in a reputable organization

III. Accountant

Qualifications

- (a) Holder of at least upper second degree in accounting
- (b) Holder of CPA
- (c) Experience in pay role and human resource activities will be added advantages

IV. Messenger

Qualifications

- (a) Holder of at least secondary school certificate
- (a) Ability to lead others

Salaries and Other Benefits

Successful applicants will be provided with:

1. An employment offer to start working from December 2017;
2. A permanent contract once they have served three years with good performance;
3. Good salary, house allowance and reasonable transport allowance;
4. Health insurance that will start operating very soon.

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 15th November, 2017. Only the shortlisted applicants will be notified.