

VACANT POSTS

Zanzibar University invites job applications from qualified and interested people to fill the following posts:

I. ADMINISTRATIVE OFFICER (PLANNING)

QUALIFICATIONS

- (a) An applicant must be a holder of a at least Bachelor in Business Administration, Economics, Statistics, Planning or other related field;
- (b) Good command of written and spoken English language and knowledge of computer skills;
- (c) Working experience of at least three years in the same field in higher learning Institution or large/reputable public/private organisations;
- (d) Good command of Arabic language will be an added advantage;

II. ACCOUNTANT

QUALIFICATIONS

- (a) An applicant must possess at least a Degree in Business Administration, Accounting or other related field;
- (b) Good command of written and spoken English language;
- (c) Working experience of at least three years in the same field will be an added advantage;
- (d) Good command of Arabic language will be an added advantage.

III. OFFICE MANAGEMENT SECRETARY

QUALIFICATIONS

- (a) An applicant must possess at least a Diploma in Secretarial Studies, Record management or other related field;

- (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 the same field in large/reputable public/private organisations;
- (e) Knowledge of Arabic language will be an added advantage.

SALARY AND OTHER BENEFITS

The University will offer a good salary and other benefits to any successful candidate.

MODE OF APPLICATION

Applicants are required to submit typed application letters with detailed CVs and copies of relevant documents to support their applications. They should also indicate their current postal addresses, e-mails and telephone numbers.

Applications should be addressed to:

The Vice Chancellor,
Zanzibar University
P.O.BOX 2440 Zanzibar, OR
The following e-mails:
zanvarsity@yahoo.co.uk or
info@zanvarsity.ac.tz

Deadline for receiving application letters is 31st January, 2019. Only the shortlisted applicants will be notified.