

ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT),



VACANCY ADVERTISEMENT

Abdulrahman Al-Sumait University (SUMAIT) is looking for qualified and well experienced Tanzanians to fill the following positions:

1. INTERNAL AUDITOR

Summary Description:

Responsible for evaluating and ensuring that the organization's internal controls and financial records are accurate, effective and comply with regulations. Identify areas for improvement and provide recommendations to enhance operational efficiency and effective risk management.

Duties and Responsibilities:

1. Participates in designing the internal control systems in line with SUMAIT policies.
2. Reviews and evaluates internal controls to ensure that accounting and operational systems provide adequate, timely and accurate information, protection against loss due to negligence, dishonesty or otherwise.
3. Maintains regular checks on the accuracy and adequacy of internal controls, accounting records and operational activities throughout the University in line with observance of standard practice, policies and procedures.
4. Ensures that there is compliance with established policies, procedures, controls and other regulations throughout the University.
5. Ensures that SUMAIT financial policies and procedures comply with approved financial standards, regulations and that the limits of authority on all matters involving finance are adhered to.
6. Verifies SUMAIT income from source to bank and certify that expenditure is properly incurred according to the approved policy and efficiently charged to the relevant codes,
7. Makes recommendations from time to time to the Vice Chancellor on necessary checks and changes in the accounting systems and controls.
8. Builds up an effective liaison with external auditors and facilitates the external audits.
9. Consolidates Management responses on the audit queries and ensures audit

recommendations are implemented as per Management responses.

Qualifications and Experience:

Applicants must be in possession of full professional qualifications i.e. CPA (T)/ACCA/ACA with working experience of not less than five (5) years in similar position at a reputable organization.

2. LEGAL COUNCIL (1 post)

Oversees and manages the provision of all legal services to the University to ensure maximum protection of its legal rights and to maintain its operations within the limits prescribed by law. Provides strategic guidance, consultation, and support to senior University administrators and other members of upper management on a comprehensive range of legal and associated issues involved in carrying out the mission of the University.

Qualifications:

- Bachelor's degree in law or post-graduate's studies and should be accredited by a law school.
- at least 3 or 4 years of experience directly related to the duties and responsibilities.
- Strong organizational abilities and time management skills to handle many cases at once.
- Good research skills and techniques, including using case studies to make supporting claims and arguments
- Knowledge of various legal contracts, documentation, processes and policies
- Analytical ability, logical reasoning and sound judgment when professionally handling cases
- In-depth knowledge of legal specialty, including tax law, real estate, environmental justice and criminal law.

Roles and Responsibilities:

- Provides legal counsel and guidance to the officers of the University and other upper management on all legal matters relevant to a large public institution, including state laws, policies, procedures, rules, and other regulations of the country laws.
- Reviews, research, interpret, and prepare both written and oral opinions on a wide variety of legal issues.
- The Legal Counsel shall be the Secretary of the University Council as well as Management Committee of the University.
- Reviews contracts, University leases, Memorandum of understanding (MoU) and other legal documents; research legal issues and recommends revisions as necessary.
- Represents or oversees the representation of the University and upper management in judicial and administrative proceedings, and in negotiations with other state agencies.
- Selects and retains outside counsel, as required, to obtain legal opinions or to handle claims and litigation.
- Supervises legal work of other university attorneys, paralegals, and outside counsel, consults on difficult or sensitive issues.

- Provides training to the campus community on various legal issues through seminars and meetings.
- Maintains professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest developments in college and university law and in other related areas.
- Performs miscellaneous job-related duties as assigned.

Knowledge, Skills and Abilities Required

- Ability to provide competent legal advice and counsel to senior university officials on a wide range of legal and policy issues.
- Knowledge of the range of applicable laws and regulations which impact on all facets of university policy and operations.
- Ability to analyze and interpret issues and to prepare legal opinions.
- Knowledge of current and developing legal issues and trends in area of expertise.
- Knowledge of the principles and procedures of legal research.
- Knowledge of contract law.
- Knowledge of legal documentation procedures and requirements.
- Knowledge of community legal resources.

Application Procedure:

Qualified and Interested applicant for the above post is requested to submit application letter, curriculum vitae, and attach copies of Professional Academic certificates to: - recruitment@sumait.ac.tz by 26th September 2024.

Applications should be addressed to:

**Vice Chancellor,
Abdulrahman Al-Sumait University (SUMAIT),
P.O. Box 1933,
Zanzibar/Tanzania
Email: recruitment@sumait.ac.tz**

This advert can also be downloaded from the **SUMAIT** website: www.sumait.ac.tz

