



THE STATE UNIVERSITY OF ZANZIBAR (SUZA)

VACANCY ANNOUNCEMENT

POSITION: DEPUTY VICE-CHANCELLOR – PLANNING, FINANCE AND ADMINISTRATION

The State University of Zanzibar (SUZA) is the only public university in Zanzibar, established under Act No. 8 of 1999 and subsequently amended by Act No. 11 of 2009, Act No. 7 of 2016, Act No. 1 of 2019 and Act No. 13 of 2020. Since its inception in 2002, the University has continued to expand in academic programmes, infrastructure, and students' enrolment, guided by its vision to become the most preferred university in Eastern Africa.

The University Council invites applications from suitably qualified and competent Tanzanian citizens for the position of **Deputy Vice-Chancellor – Planning, Finance and Administration (DVC-PFA)**. The successful candidate will oversee the development, coordination, and implementation of SUZA's planning, financial, and administrative functions to support the University's mission, vision, and strategic objectives.

1. Qualifications and Experience

Applicants must:

- Hold the rank of **Associate Professor or above** from a recognized university.
- Possess a **PhD** from an accredited higher learning institution.
- Have a **minimum of seven (7) years of experience** in higher learning institutions, at least **four (4)** of which must be at a senior managerial level.
- Demonstrate strong capacity in leadership, planning, administration, and resource management.
- Possess sound knowledge of **national laws and policies**, especially those relating to higher education and public service.
- Uphold the highest standards of **ethics, integrity, and professionalism** in accordance with national leadership codes.

- Demonstrate excellent **interpersonal, communication, and team-building skills.**

2. Duties and Responsibilities

The Deputy Vice-Chancellor – Planning, Finance and Administration shall:

1. Be accountable to the Vice Chancellor on all planning, finance, and administrative matters.
2. Provide leadership and oversight for general administration, personnel management, and staff discipline.
3. Advise the Vice Chancellor on administrative, human resource, planning, and financial issues.
4. Oversee the development and implementation of University policies, strategies, regulations, and operational procedures.
5. Coordinate formulation, implementation, review, and evaluation of the University's strategic and operational plans.
6. Lead engagement and partnerships with academic institutions, industry, government agencies, and development partners.
7. Oversee financial management, including budgeting, accounting, auditing, and reporting.
8. Ensure effective delivery of administrative and support services across the University.
9. Undertake any other duties as assigned by the Vice Chancellor or the University Council.

3. Mode of Application

Interested applicants should submit the following:

- Signed application letter.
- **Updated Curriculum Vitae** detailing academic qualifications, professional experience, publications, awards, and membership in professional bodies.
- Certified copies of relevant academic certificates.
- Names and contact details (email and phone) of **three referees.**

Referees should be requested to submit **three (3) confidential recommendation letters** directly to the address below, clearly marked "*Confidential Reference – DVC-PFA*".

Applications and confidential referee reports should be sent by registered mail or courier service, in sealed envelopes clearly marked:

"Application for the Position of Deputy Vice-Chancellor – Planning, Finance and Administration."

All applications should be addressed to:

The Secretary – Search Committee

State University of Zanzibar (SUZA)
P.O. Box 146, Zanzibar – Tanzania

AND submitted to:

The Acting Vice Chancellor

State University of Zanzibar
P.O. Box 146, Zanzibar – Tanzania
Email: **vc@suza.ac.tz**
Website: www.suza.ac.tz

Deadline for submission: 5th December 2025

Only shortlisted candidates will be contacted and invited for further interaction.