



VACANCY BULLETIN

Senior Administration Manager
Office of the Vice Chancellor: Tanzanite University
Chamazi Campus
Ref: 001/0816

The office of the Vice Chancellor requires a Senior Administration Manager, on a permanent basis.

CORE FUNCTIONS AND KEY COMPETENCIES:

- Act on behalf of the Vice Chancellor as required
- Management of staff and other resources as required.
- Reporting on business processes.
- Overseeing of Change Management.
- Human Resource Management.
- Organizational Effectiveness.
- Planning, Organizing and Directing.
- Financial and Resource Management.
- Project and Programme Management.
- Policy and Business Plans Development.
- Strategic Management planning and implementation.
- Risk Management and compilation of risk registrar.

MINIMUM REQUIREMENTS:

Academic qualification:

- Minimum of a Master's Degree in the Higher Education or relevant disciplinary area

Experience:

- Minimum (5) years relevant experience within an academic administration environment.

Send your CV to: TanzaniteUniversity@gmail.com.

Closing Date: **14th September, 2016**

If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into only with short-listed candidates. The University reserves the right not to make an appointment. Candidates will be required to undergo aptitude tests and any other simulation interventions.

Women and people with disabilities are encouraged to apply.

