

INTERNATIONAL MEDICAL AND TECHNOLOGICAL UNIVERSITY



P.O. Box 77594, New Bagamoyo Road, Mbezi Beach Area, Dar es Salaam, Tanzania

Recruitment for the position of Deputy Vice Chancellor (Administration)

The Governing Council of the International Medical and Technological University seeks to recruit a Deputy Vice Chancellor (Administration) from suitably qualified individuals with outstanding credentials and experience. The Deputy Vice Chancellor (Administration Affairs) who shall work under the direction of the Vice Chancellor shall head the administration division of the University, whose functions include management of all administrative matters.

The candidate will be responsible for the development and implementation of sound financial and administrative policies needed by the university to realize its mission, vision and strategic objectives.

Duties and Responsibilities

- Ensure effective accountability to the Vice Chancellor for proper management and implementation of activities related to administration within the University.
- Provide leadership and supervisory oversight to the General Administration Departments, which currently include Finance, Human Resources, Administration, Maintenance, Marketing, Student Affairs, Hostels, Purchasing, and Legal.
- Ensure implementation of policies and strategies that support the realization of departmental and divisional objectives of the University's overall mission.
- Implement procurement, financial control, human resource and administrative policies and procedures to ensure effective performance and delivery of services and cause revisions of such policies and procedures as often as may be necessary.
- Develop appropriate procedures and ensure compliance to all statutory and legal requirements in general administration within the University.
- Coordinate the design, implementation, revision and evaluation of the University's strategic plan.
- Develop systems and procedures to attract, develop and retain qualified and experienced staff, manage the appraisal system and ensure good work ethics and adherence to IMTU's code of conduct.
- Ensure the University Management is properly and promptly advised to comply with all statutory and legal requirements currently in force.
- Lead in conducting strategic planning, quality and continuous improvement processes

- Promote university image through relevant outreach activities, marketing programs, and invite philanthropists, industry and other donors to contribute to the university foundation for resources needed to expand its services
- Assisting in formulating, for approval by the University Council, key institutional objectives, policies and strategies in support of high academic standards for all the academic programs and research activities.
- Promote a learning environment that is supportive of the University mission and vision through student-centered services.
- Develop internal and external linkages with other academic institutions, industry, government agencies, funding organizations and other relevant bodies that benefit the university in one way or another.
- Any other duties that may be assigned by the Vice Chancellor from time to time.

Qualifications and Qualities

- Be a professor/Associate Professor with an earned PhD or its Equivalent
- Have at least 5 years hands on management experience at the senior level (HoD and above) in a university or equivalent institution with demonstrated leadership and management capacity including knowledge of public financial management and strategic people management.
- Demonstrate ability in the management of financial planning and systems, budgets, risk mitigation and procurement procedures.
- Experience in the managing University affairs, procedures and systems and well versed with the context of the Tanzanian Higher Education Institutions of Learning.
- Experiencing in resource mobilization, networking and fund raising

Tenure

The Deputy Vice Chancellor (Academic) shall serve for an initial period of 5 years which may be extended for another term of 5 years (to a maximum total of 10 years) by Council on evidence of excellent performance.

Remuneration

According to IMTU Salary Scales

Application Procedure

An interested and qualified applicant for the above posts are requested to send their CV with academic attach certificates and three professional references to:

Vice Chancellor
International Medical and Technological University
P.O.Box No:77594
Dar es Salaam

For more information about the advert visit www.imtu.edu