

SHAIBU HAMISI CHANZI

University Administrator | Governance, Compliance and Human Resource Management

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PROFESSIONAL PROFILE

Shaibu Hamisi Chanzi is a University Administrator and compliance professional with experience in higher-education governance, statutory administration, human resource management, institutional development, and regulatory engagement. He has practical experience in providing secretarial services to University Councils, Senates, and management committees; coordinating staff recruitment and appointments; preparing governance documents; maintaining institutional records; and supporting compliance with higher-education, labour, and immigration requirements.

CORE COMPETENCIES

- University governance and statutory compliance
- Secretarial services for University Council, Senate, and committees
- Human resource management and staff administration
- Staff recruitment, appointment, deployment, appraisal, and records management
- Higher-education regulatory liaison and compliance support
- Labour and immigration compliance coordination
- Policy, procedure, report, and governance document preparation
- Meeting administration, agenda preparation, minute writing, and follow-up of resolutions
- Institutional development and campus establishment support

- Official correspondence, records management, and administrative reporting
- Microsoft Word, Excel, PowerPoint, Access, and basic database management
- Stakeholder engagement, communication, teamwork, and problem solving

PROFESSIONAL EXPERIENCE

UNIVERSITY ADMINISTRATOR

Mwanza University

Mwanza, Tanzania

June 2021 – To date

Key Responsibilities

- Served as Secretary to the University Council and its committees, ensuring compliance with governance procedures and proper documentation of Council business.
- Prepared and circulated notices, agendas, Council papers, minutes, resolutions, and follow-up communications for the University Council and relevant committees.
- Ensured timely preparation, confirmation, distribution, filing, and safe custody of minutes and other Council records.
- Coordinated the flow of business before the University Council and communicated Council decisions to relevant University organs and officers.
- Served as custodian of the University Seal, legal documents, official records, certificates, and other institutional documents.
- Led human resource and administration functions, including staff planning, recruitment, deployment, training, appraisal, welfare, remuneration reviews, and personnel-record management.
- Developed, reviewed, coordinated, and supported implementation of human resource policies, procedures, staffing projections, budgets, and administrative plans.
- Served as Secretary to the Human Resources Management Committee and supported committee processes relating to recruitment, appointment, staff development, discipline, and staff welfare.
- Prepared quarterly and periodic reports for university management meetings.
- Assisted the Vice Chancellor's Office by handling official correspondence, receiving guests, coordinating administrative matters, and advising on appropriate responses to reports and letters.

- Supported student administration, including admissions, registration, student records, student welfare, accommodation, catering, and security-related administrative matters.
- Coordinated administrative communication and supported institutional compliance with relevant laws, policies, regulations, and regulatory requirements.

CONSULTANT – GOVERNANCE, HUMAN RESOURCE AND COMPLIANCE SUPPORT

University of Medical Sciences and Technology, Boko–Ununio

Dar es Salaam, Tanzania

January 2026 – July 2026

Key Responsibilities

- Supported the University team in the process of establishing a campus in Boko–Ununio, Dar es Salaam.
- Provided secretarial support to the University Council and Senate, including the preparation and circulation of meeting notices, agendas, papers, minutes, resolutions, and follow-up action points.
- Supported the establishment and operationalization of the Appointment and Human Resource Management Committee and served as Secretary to the Committee.
- Coordinated recruitment processes, including preparation of recruitment documents, communication with candidates, staff documentation, and support for appointment procedures.
- Participated in meetings and engagements with the Tanzania Commission for Universities on institutional requirements, academic staffing, governance, and regulatory compliance.
- Supported human resource management functions, including staffing plans, staff records, recruitment coordination, and administrative compliance.
- Liaised with labour and immigration authorities on employment and compliance matters involving foreign academic staff.
- Assisted in preparing institutional records, official correspondence, reports, and governance documentation required during the campus-establishment process.
- Worked closely with management and other stakeholders to support compliance with higher-education, labour, and immigration requirements.

ADMINISTRATOR

Kingdom's Business Company Limited

Mwanza, Tanzania

January 2020 – June 2021

Key Responsibilities

- Participated in drafting key institutional documents, including the Master Plan, Project Write-Up, and Strategic Plan for Mwanza University.
- Supported staffing planning and preparation for the Doctor of Medicine Programme.
- Facilitated Memoranda of Understanding for curriculum adaptation and institutional collaboration.
- Supported establishment of partnerships with regional referral hospitals in Mara, Geita, Kagera, Tabora, Shinyanga, and Mwanza Regions.
- Coordinated and supervised renovation activities in support of institutional development.

CAMPUS COORDINATOR

Tandabui Institute of Health Sciences and Technology

Mwanza, Tanzania

December 2020 – May 2021

Key Responsibilities

- Served as a link person between Tandabui Institute of Health Sciences and Technology and Mwanza University.
- Coordinated communication between the two institutions on student and administrative matters.
- Attended management meetings and prepared or submitted reports on issues affecting students at the Mwanza University Campus.
- Supported the coordination of academic and administrative matters involving students.

ASSISTANT EXAMINATION OFFICER

Tandabui Institute of Health Sciences and Technology

Mwanza, Tanzania

June 2020 – December 2021

Key Responsibilities

- Guided and counselled students on academic and examination-related matters.
- Prepared examination reports, verification documents, and student academic records.
- Prepared Excel results sheets for verification and uploading.
- Coordinated the issuance and distribution of examination numbers to students.
- Presented continuous-assessment results during academic meetings.
- Supported examination administration in accordance with institutional requirements.

FIELD OFFICER

Tanzania Forest Services Agency (TFSA)

Pwani Region, Tanzania

2015 – 2018

Key Responsibilities

- Conducted community education on forest-reserve protection and conservation.
- Supported implementation of the Forest Act and related regulations.
- Guided forest users and harvesters on compliance with legal procedures.
- Participated in establishing Village Committees for Participatory Forest Reserve management.
- Participated in inspections and enforcement activities in forest-reserve areas within Pwani Region.

EDUCATION

MASTER OF LAWS (LL.M.)

St. Augustine University of Tanzania, Mwanza

October 2024 – October 2026 (Expected)

Research dissertation in progress

BACHELOR OF ARTS IN LAW ENFORCEMENT

University of Dar es Salaam

2012 – 2015

ADVANCED CERTIFICATE OF SECONDARY EDUCATION EXAMINATION

Kigonsera Secondary School

2010 – 2012

CERTIFICATE OF SECONDARY EDUCATION EXAMINATION

Visiga Secondary School

2006 – 2009

RESEARCH EXPERIENCE

Efficacy of Copyright Law in Supporting Blended Teaching and Learning in Higher Learning Institutions - A Case Study of Mwanza Region.

TECHNICAL SKILLS

- Microsoft Office Suite: Microsoft Word, Excel, PowerPoint, and Access
- Preparation of meeting notices, agendas, minutes, reports, and official correspondence
- Human resource records, staff documentation, and administrative filing
- Spreadsheet preparation, data organization, and presentation
- Governance, compliance, and institutional-document management
- Basic database use and electronic-record management

LANGUAGES

- Kiswahili: Fluent
- English: Professional working proficiency

PERSONAL ATTRIBUTES

- High level of integrity, confidentiality, and professional judgement
- Strong organizational, communication, and interpersonal skills
- Ability to work independently and collaboratively in a team environment
- Detail-oriented, proactive, flexible, and approachable
- Ability to work under pressure and meet deadlines
- Commitment to accountability, compliance, and quality service delivery

REFEREES

Hon. Amina Nassoro Makilagi	Dr. Lilian Joseph Macha	Mrs. Fortunata Stephen
District Commissioner	Lecturer	Senya
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