



Jordan University College

Office of the Deputy Principal, Finance and Administration
Constituent College of St. Augustine University of Tanzania
Owned and Operated by the Society of Divine Savior (SDS)
P.O. Box 1878, Morogoro, Tanzania,
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28th July 2023

VACANCIES ANNOUNCEMENT

Jordan University College (JUCo) is one of Tanzania's unique and fast-growing universities. It intends to be a self-sustaining Centre of excellence in higher education. Devoted to advancing, refining, disseminating, and applying values and knowledge to understand and transform our world from within and in our context.

JUCo is looking for highly qualified and competent personnel to fill the following vacancies:

Position: Senior Lecturers/Lecturers (16)

1. Law (2)
2. Sociology (2)
3. Geography (1)
4. Education (3)
5. Psychology & Counseling (3)
6. Economics (1)
7. Linguistics (2)
8. Marketing (1)
9. Procurement (1)

Reports to the Head of the Department

Duties and Responsibilities

- Research, Publication, and consultancy
- Conduct lectures, seminars, marking tests, assignments, and examinations and submit results timely.
- Guiding the junior staff in matters of academic and professional nature, in addition to duties as enumerated for the post of lecturer/research fellow;

- Any other duties as may be assigned to him/her by his/her supervisor

Qualifications

A Ph.D. holder with consistent Master's and Bachelor's degrees in the relevant field with a minimum GPA of 4.0 and 3.5 respectively from a recognized institution.

Position: Assistant Lecturers (12)

1. Library, Records, and Archive Management (2)
2. Sociology (1)
3. Laws (3)
4. Kiswahili Fasihi (1)
5. Kiswahili Isimu (1)
6. Procurement and Supply Chain Management (2)
7. Accounting and Finance (2)

Reports to the Head of the Department

Duties and Responsibilities

- Research, Publication, and consultancy.
- Conducting class lectures with the guidance of senior staff, tutorial seminars
- Preparing teaching aids and materials e.g. models and case studies
- Organizing and participating in departmental, college, and public seminars as directed by the department.
- Guiding and supervising students' projects and research tasks
- To be answerable to the head of the respective department/unit
- Any other duties as may be assigned to him/her by his/her reporting officer

Qualifications

- A consistent Master's and Bachelor's degree in the relevant field with a minimum GPA of 4.0 and 3.5 respectively from a recognized institution.

Position: Male Warden Officer II (1)

Reports to the Dean of Students

Duties and Responsibilities

- Undertaking the administration of students' welfare service in the area of accommodation, catering, health, and recreation on campus.
- To assist in investigating students' health-related problems
- Acting as adviser to the Students' Organization on campus.
- Ensuring that college By-Laws and regulations guiding the students' lives in halls of residence are being observed.
- Taking necessary actions where such By-laws and regulations are violated.
- Perform other duties as may be assigned to him by his superior.

Qualifications and Experience

Bachelor's degree in Social Work, Sociology, Psychology & Counselling, and related fields from a recognized institution.

At least three years of experience in a similar field will be an added advantage.

Position: Carpenter Grade I (1)

Reports to the Estate Manager

Duties and Responsibilities

- Perform routine inspections, identify carpentry-related issues, and carry out repairs as needed
- Assist in construction projects, including renovations and new building construction.
- Ensure all carpentry work is performed in compliance with safety regulations and university standards.
- Adhere to safety guidelines to protect yourself and others from potential hazards.
- Manage carpentry tools and equipment, ensuring they are in good working condition.
- Be available for emergency repairs, especially during critical situations that require immediate attention
- Efficiently manage time and prioritize tasks to meet deadlines and accommodate university events and academic schedules.
- Maintain accurate records of work completed, materials used, and time spent on projects.

Qualifications and Experience

Holder of Form IV/VI certificate and Trade Test Grade I in carpentry from VETA or other institutions recognized by VETA.

At least three years of working in the same field, and having masonry skills will be an added advantage.

Application Instructions:

Send your application consisting of a cover letter in the SUBJECT email, CV in English, copies of Academic Certificates, and transcripts to the following address no later than **18th August 2023**.

You are encouraged to send your application electronically through the given email.

Deputy Principal for Finance and Administration,

Jordan University College,

P. O. Box 1878,

Morogoro-Tanzania

E-mail: dpfa@juco.ac.tz

Cc: hro@juco.ac.tz

N.B. Only shortlisted candidates will be contacted.