



TO LEARN TO SERVE

ST JOHN'S UNIVERSITY OF TANZANIA

EMPLOYMENT OPPORTUNITY

St John's University of Tanzania (SJUT) is a relatively young but dynamic university aspiring to become a global player in the provision of higher education, owned by the Anglican Church of Tanzania (ACT). SJUT is committed to a culture of quality, excellence and absolute integrity in the context of Biblical values. The University is seeking to recruit and bring onboard suitable individuals to provide effective leadership and contribute to the realization of the aspirations of the University. The Chief Mazengo campus is located at Kikuyu area in Dodoma, about 3.5km southwest of the town centre. For further information, please visit www.sjut.ac.tz.

The University invites applications from suitably qualified candidates to fill the following positions:

FACULTY OF COMMERCE AND BUSINESS STUDIES (FOCB)

Job Title: ASSISTANT LECTURER (2 Posts) – Re-advertised

- (a) Reports to: Dean, Faculty of Commerce and Business Studies (FOCB)
- (b) Duty Station: SJUT Chief Mazengo Campus – Dodoma
- (c) Job Summary: With guidance of senior staff conduct teaching, research and public services as consultancy.

Assistant Lecturer (Procurement and Supply Management) – 1 Post

- (d) Qualifications: (i) Holder of a Master of Science or Master of Business Administration specialization in Procurement and Supply Management. A Bachelor of Business Administration specialization in Procurement and Supply Management. Must have a minimum GPA of 3.5 on a 5-point scale in undergraduate degree and a minimum GPA of 4.0 on a 5-point scale for a Master's degree or equivalent. Being registered with Procurement and Supplies Professionals and Technician Board (PSPTB) will be an added advantage.

Assistant Lecturer (Statistics/Economics) – 1 Post

- (ii) Holder of a Master of Science in Statistics, or Economics. A Bachelor of Economics and Statistics, or Statistics, Bachelor of Mathematics and Statistics. Must have a minimum GPA of 3.5 on a 5-point scale in undergraduate degree and a minimum GPA of 4.0 on a 5-point scale for a Master's degree or equivalent. Economics, Statistics or business related subjects.

(e) Main Duties and Responsibilities:

The Assistant Lecturer shall be responsible to the Dean, Faculty of Commerce and Business Studies (FOCB) for efficiently and effectively preparing and delivering own teaching materials, applying problem solving and innovating skills, and recognizing those having difficulties, intervening and providing help and support. He/she shall specifically be responsible for teaching Cost Accounting and Financial Reporting. Another will be responsible for teaching Procurement and Supply Chain Management. Other duties include:

- (i) Conducting lectures; preparing case studies; assisting in tutorials/seminars in undergraduate (not Master or PhD) and other courses.
- (ii) Working in cooperation with senior faculty members on specific projects such as research and consultancy.
- (iii) Understudying senior academic staff to supervise special projects, conduct, publish and disseminate research results.
- (iv) Participating in training, research and consultancy.
- (v) Marking and grading examinations and tests.
- (vi) Supervising students during seminars, examinations, tests, practical, field work and tutorials.
- (vii) Participating in writing of teaching manuals.
- (viii) Participating in curriculum development.
- (ix) Invigilating students during examinations.
- (x) Attending workshops, conferences and symposia.
- (xi) Attending faculty development training.
- (xii) Promoting excellence in all service programmes of the department.
- (xiii) Performing any other duties that may be assigned by a competent authority.

(f) Salary Scale: Staff salary rank according to SJUT Scheme of Service

(g) Tenure: Fixed term contract of four (4) years renewable on satisfactory performance.

Job Title: LECTURER (1 Post) - Re-advertised

(a) Reports to: Dean, Faculty of Commerce and Business Studies (FOCB)

(b) Duty Station: SJUT Chief Mazengo Campus – Dodoma

(c) Job Summary: Conduct teaching, research and public services as consultancy.

(d) Qualifications: (i) Holder of a PhD in Human Resources Management. A Master of Science or Master of Business Administration specialization in Human Resources Management (HRM). A Bachelor of Business Administration specialization in Human Resources Management (HRM). Must have a minimum GPA of 3.5 on a 5-point scale in undergraduate degree and a minimum GPA of 4.0 on a 5-point scale for a Master's degree or equivalent.

(e) Experience: Working experience in tertiary education institutions, will be an added advantage.

(f) Main Duties and Responsibilities:

The Lecturer shall be responsible to the Dean, Faculty of Commerce and Business Studies (FOCB) for efficiently and effectively preparing and delivering own teaching materials, applying problem solving and innovating skills, and recognizing those having difficulties, intervening and providing help and support. He/she shall specifically be responsible for teaching Human Resources Management and related courses. Other duties include:

- (i) Developing curriculum and participating in its implementation.

- (ii) Carrying out lectures, conduct tutorials, seminars and practicals for undergraduate students.
- (iii) Conducting lectures and seminars for graduate students;
- (iv) Assessing undergraduate and graduate students' coursework;
- (v) Invigilating students during examinations;
- (vi) Setting and marking assignments, tests and examinations and submitting results on time;
- (vii) Preparing manuals and case studies for training;
- (viii) Participating in research projects, including multi-disciplinary research projects;
- (ix) Providing close supervision and guidance to undergraduate and graduate students;
- (x) Participating in developing and managing various university activities;
- (xi) Participating in writing research grant applications;
- (xii) Participating in research, and publishing/dissemination of results;
- (xiii) Participating in consultancy;
- (xiv) Attending/organizing workshops, conferences and symposia;
- (xv) Participating in, and facilitating continuing professional education and research seminars and faculty development activities to improve teaching and research skills;
- (xvi) Supervising case presentation and participate in training other staff; and
- (xvii) Performing any other duties that may be assigned by competent authority.

(g) Salary Scale: Staff salary rank according to SJUT Scheme of Service

(h) Tenure: Fixed term contract of four (4) years renewable on satisfactory performance.

CENTRE FOR INFORMATION AND COMMUNICATION TECHNOLOGY (CICT)

Job Title: ASSISTANT LECTURER (1 Post) – Re-advertised

(a) Reports to: Director, Centre for Information and Communication Technology

(b) Duty Station: SJUT Chief Mazengo Campus – Dodoma

(c) Job Summary: With guidance of senior staff conduct teaching, research and public services as consultancy.

(d) Qualifications: Holder of a MSc. in Computer Sciences. Must have a minimum GPA of 3.5 on a 5-point scale in undergraduate degree and a minimum GPA of 4.0 on a 5-point scale for a Master's degree or equivalent.

(e) Main Duties and Responsibilities:

The Assistant Lecturer shall be responsible to the Director, Centre for Information and Communication Technology (CICT) for the efficient and effective preparing and delivering own teaching materials, problem solving and innovating skills, and recognizing those having difficulties, intervene and provide help and support. He/she shall specifically be responsible, for:

- (i) Conducting lectures; preparing case studies; assisting in tutorials/seminars in undergraduate (not Master or PhD) and other courses.
- (ii) Working in cooperation with senior faculty members on specific projects such as research and consultancy.
- (iii) Understudying senior academic staff to supervise special projects, conduct, publish and disseminate research results.
- (iv) Participating in training, research and consultancy.
- (v) Marking and grading examinations and tests.

- (vi) Supervising students during seminars, examinations, tests, practical, field work and tutorials.
 - (vii) Participating in writing of teaching manuals.
 - (viii) Participating in curriculum development.
 - (ix) Invigilating students during examinations.
 - (x) Attending workshops, conferences and symposia.
 - (xi) Attending faculty development training.
 - (xii) Promoting excellence in all service programmes of the department.
 - (xiii) Performing any other duties that may be assigned by a competent authority.
- (f) Salary Scale:** Staff salary rank according to SJUT Scheme of Service
- (g) Tenure:** Fixed term contract of four (4) years renewable on satisfactory performance.

FACULTY OF NATURAL AND APPLIED SCIENCES (FaNAS)

Job Title: ASSISTANT LECTURER (2 Posts)

- (a) Reports to:** Dean, Faculty of Natural and Applied Sciences (FaNAS)
- (b) Duty Station:** SJUT Chief Mazengo Campus – Dodoma
- (c) Job Summary:** With guidance of senior staff conduct teaching, research and public services as consultancy.

Assistant Lecturer (Physics) – 1 Post

- (d) Qualifications:** (i) Holder of a Master of Science in Physics. A Bachelor of Science with Education specialization in Physics OR Bachelor of Science in Physics. Must have a minimum GPA of 3.5 on a 5-point scale in undergraduate degree and a minimum GPA of 4.0 on a 5-point scale for a Master's degree or equivalent.

Assistant Lecturer (Mathematics) – 1 Post

- (ii) Holder of a Master of Science in Mathematics. A Bachelor of Science with Education specialization in Mathematics OR Bachelor of Science in Mathematics OR Bachelor of Science in Mathematics and Statistics. Must have a minimum GPA of 3.5 on a 5-point scale in undergraduate degree and a minimum GPA of 4.0 on a 5-point scale for a Master's degree or equivalent.

(e) Main Duties and Responsibilities:

The Assistant Lecturer shall be responsible to the Dean, Faculty of Natural and Applied Sciences (FaNAS) for efficiently and effectively preparing and delivering own teaching materials, applying problem solving and innovating skills, and recognizing those having difficulties, intervening and providing help and support. Other duties include:

- (i) Conducting lectures; preparing case studies; assisting in tutorials/seminars in undergraduate (not Master or PhD) and other courses.
- (ii) Working in cooperation with senior faculty members on specific projects such as research and consultancy.
- (iii) Understudying senior academic staff to supervise special projects, conduct, publish and disseminate research results.
- (iv) Participating in training, research and consultancy.
- (v) Marking and grading examinations and tests.

- (vi) Supervising students during seminars, examinations, tests, practical, field work and tutorials.
 - (vii) Participating in writing of teaching manuals.
 - (viii) Participating in curriculum development.
 - (ix) Invigilating students during examinations.
 - (x) Attending workshops, conferences and symposia.
 - (xi) Attending faculty development training.
 - (xii) Promoting excellence in all service programmes of the department.
 - (xiii) Performing any other duties that may be assigned by a competent authority.
- (f) Salary Scale:** Staff salary rank according to SJUT Scheme of Service
- (g) Tenure:** Fixed term contract of four (4) years renewable on satisfactory performance.

FACULTY OF HUMANITIES AND EDUCATION (FAHE)

Job Title: ASSISTANT LECTURER (1 Post)

- (a) Reports to:** Dean, Faculty of Humanities and Education
- (b) Duty Station:** SJUT Chief Mazengo Campus – Dodoma
- (c) Job Summary:** With guidance of senior staff conduct teaching, research and public services as consultancy.
- (d) Qualifications:** Holder of a Master of Arts in English Language OR Master of Arts in Linguistics. Must have a minimum GPA of 3.5 on a 5-point scale in undergraduate degree and a minimum GPA of 4.0 on a 5-point scale for a Master's degree or equivalent.
- (e) Main Duties and Responsibilities:**
 The Assistant Lecturer shall be responsible to the Dean, Faculty of Humanities and Education (FAHE) for the efficient and effective preparing and delivering own teaching materials, problem solving and innovating skills, and recognizing those having difficulties, intervene and provide help and support. He/she shall specifically be responsible, for:
- (i) Conducting lectures; preparing case studies; assisting in tutorials/seminars in undergraduate (not Master or PhD) and other courses.
 - (ii) Working in cooperation with senior faculty members on specific projects such as research and consultancy.
 - (iii) Understudying senior academic staff to supervise special projects, conduct, publish and disseminate research results.
 - (iv) Participating in training, research and consultancy.
 - (v) Marking and grading examinations and tests.
 - (vi) Supervising students during seminars, examinations, tests, practical, field work and tutorials.
 - (vii) Participating in writing of teaching manuals.
 - (viii) Participating in curriculum development.
 - (ix) Invigilating students during examinations.
 - (x) Attending workshops, conferences and symposia.
 - (xi) Attending faculty development training.
 - (xii) Promoting excellence in all service programmes of the department.
 - (xiii) Performing any other duties that may be assigned by a competent authority.
- (f) Salary Scale:** Staff salary rank according to SJUT Scheme of Service
- (g) Tenure:** Fixed term contract of four (4) years renewable on satisfactory performance.

DIRECTORATE OF HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION

Job Title: OFFICE MANAGEMENT SECRETARY II – OMS II (1 Post)

- (a) **Reports to:** Director of Human Resource Management and Administration (DHRMA)
- (b) **Duty Station:** SJUT Chief Mazengo Campus – Dodoma
- (c) **Job Summary:** Assisting the relevant offices of the University in the duties pertaining to office management and secretarial duties.
- (d) **Qualification:** Holder of a Form IV certificate with at least two credits one of which must be in English, or Form VI certificate with at least one principal pass. Candidates must have successfully completed Secretarial Course and passed Secretarial Examination Stage II i.e. passed Shorthand in English 80 words per minute, Typing 100/120 w.p.m, Manuscript Stage II, Tabulation Stage III, Office Procedure Stage II and Secretarial Duties Stage II and have Advanced Computer Course from a recognized institution.
- (e) **Experience:** Working experience in a high profile office, will be an added advantage.
- (f) **Main Duties and Responsibilities:**
The Office Management Secretary II shall specifically be responsible, for:
- (i) Typing all general correspondence and non-confidential matters;
 - (ii) Performing secretarial duties including typing photocopying (correspondence, minutes, reports, circulars, bulletins, certificates);
 - (iii) Taking proper care of all machines under his/her charge;
 - (iv) Performing all filing tasks and ensuring all office duties are covered;
 - (v) Filing copies of typed letters in relevant files;
 - (vi) Receiving and directing visitors; undertaking receptionist duties;
 - (vii) Attending telephone calls and taking messages;
 - (viii) Providing assistance to top executives of the University;
 - (ix) Undertaking routine correspondence with prior approval of one's reporting officer;
 - (x) Dealing with confidential matters in the office of the executives;
 - (xi) Arranging meetings and appointment schedules for the senior executives;
 - (xii) Making hotel booking for senior executives; and
 - (xiii) Performing any other duties as may be assigned by one's reporting officer.
- (g) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service
- (h) **Tenure:** Fixed term contract of four (4) years, renewable.

Mode of Application: Complete application package that consists of application letter supported with detailed Curriculum Vitae (CV) with three referees and their contact details, certified relevant copies of certificates i.e. Degree/Diploma certificates, testimonials, academic transcripts plus secondary school certificates should be submitted not later than **Tuesday, 31st October, 2023** at 04:00 p.m. to:

Vice Chancellor,
St John's University of Tanzania
1 St John Road, Kikuyu North | P.O Box 47, 41111 Dodoma, Tanzania.
Tel: 0677-086 095 **E-mail:** admin@sjut.ac.tz OR hr@sjut.ac.tz **Website:** www.sjut.ac.tz

Please Note:

- (i) "Testimonials", "Provisional Results", "Statement of Results", and FORM IV and FORM VI Results Slips will not be accepted.
- (ii) Applicants who have studied abroad, outside Tanzania, have to show evidence of recognition of their foreign awards by relevant authorities (TCU, NACTE and NECTA).
- (iii) When you apply through email, please put the job title on the subject line and attach only **2 files**, one being application letter and curriculum vitae, and the second academic certificates.



TO LEARN TO SERVE