



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,

Email: dpfa@juco.ac.tz; Website: www.juco.ac.tz



Ref: HR/VA/04/2025

11th April 2025

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: Internal Auditor (1) Re-advertised

Duties and Responsibilities

- Ensure that financial procedures at JUCo comply with the College's standards
- Carrying out both regular and random investigations of accounts both academic and administrative.
- Verifying College income and satisfying oneself that expenditure is properly incurred according to approved policy and budget.
- Evaluating internal controls to ensure that the accounting system provides adequate, timely, and accurate information, and protection against loss through negligence, dishonesty, or otherwise.
- Reporting immediately to the Principal any suspected occurrence of fraud or dishonesty in the financial system.
- Ensuring that inventory of furniture, equipment, and other moveable assets is maintained under University College Policy.
- Providing information and advice to the budget holders to facilitate the most efficient use of the University College's financial resources.
- Building up an effective liaison with the external auditors
- Perform other duties as may be assigned to you by the Principal

Qualifications:

A holder of a Bachelor's Degree in Accountancy with CPA (T), or its equivalent, and who has been registered by NBAA as an Authorized Auditor.

Position: ICT Technician (1) Re-advertised**Responsibilities:**

- Installing, configuring, and maintaining software and hardware components of computers, network systems, and other computer-related devices
- Test new hardware and software before full-scale installation
- Provide timely, professional, client-level technical support for hardware, software, and other technology-related issues.
- Monitors Computer lab and supports Computer lab users
- Regularly follow up with users and verify that their issues have been resolved and IT needs are being met.
- Install and deploy new equipment and perform hardware/software upgrades and installations.
- Maintain an accurate ICT inventory database.
- Performs any additional duties as assigned by the supervisor.

Qualifications:

Holder of a Diploma in Information and Communication Technology, Computer Science, Computer Engineering, or any other related field.

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 27th April 2025.

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

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.