



TO LEARN TO SERVE

ST JOHN'S UNIVERSITY OF TANZANIA

EMPLOYMENT OPPORTUNITIES

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 (1 Post)
Reports to	: Dean, Faculty of Commerce and Business Studies (FOCB)
Duty Station	: SJUT Chief Mazengo Campus – Dodoma
Job Summary	: With guidance of senior staff conduct teaching, research and public services such as consultancy.
Assistant Lecturer (Accounting) – 1 Post	
Qualifications	: Holder of a Master of Business Administration specialization in Finance, Accounting, or Accounting and Finance. A Bachelor of Business Administration specialization in Accounting, or a Bachelor degree in Accounting and Finance (BAF). 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.
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 health services management related courses. Another will be responsible for teaching procurement and supply chain management related courses. Other duties include: <ol style="list-style-type: none"> (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;

	<ul style="list-style-type: none"> (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; and (xiii) Performing any other duties that may be assigned by a competent authority.
Salary Scale	Staff salary rank according to SJUT Scheme of Service.
Tenure	Fixed term contract of four (4) years renewable on satisfactory performance.
Job Title	: LECTURER (Human Resource Management) (1 Post) - Re-advertised
Reports to	: Dean, Faculty of Commerce and Business Studies (FOCB)
Duty Station	: SJUT Chief Mazengo Campus – Dodoma
Job Summary	: Conduct teaching, research and public services such as consultancy.
Qualifications	: Holder of a PhD in Human Resource Management. A Master of Science or Master of Business Administration specialization in Human Resource Management (HRM). A Bachelor of Business Administration specialization in Human Resource 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.
Experience	: Working experience in tertiary education institutions, will be an added advantage.
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: <ul style="list-style-type: none"> (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;

	<ul style="list-style-type: none"> (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.
Salary Scale	: Staff salary rank according to SJUT Scheme of Service
Tenure	: Fixed term contract of four (4) years renewable on satisfactory performance.

SCHOOL OF NURSING (SONU)	
Job Title	: ASSISTANT LECTURER (1 Post)
Reports to	: Dean, School of Nursing (SONU)
Duty Station	: SJUT Chief Mazengo Campus – Dodoma
Job Summary	: With guidance of senior staff conduct teaching, research and public services such as consultancy.
Qualifications	: Holder of a Master of Science in Nursing or equivalent degree. A Bachelor of Science in Nursing. 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. Must be registered by TNMC
Main Duties and Responsibilities	: The Assistant Lecturer shall be responsible to the Dean, School of Nursing (SONU) 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: <ul style="list-style-type: none"> (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;

	<ul style="list-style-type: none"> (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; and (xiii) Performing any other duties that may be assigned by a competent authority.
Salary Scale	: Staff salary rank according to SJUT Scheme of Service.
Tenure	: Fixed term contract of four (4) years renewable on satisfactory performance.
Job Title	: TUTORIAL ASSISTANT (2 Posts)
Reports to	: Dean, School of Nursing (SONU)
Duty Station	: SJUT Chief Mazengo Campus – Dodoma
Job Summary	: With guidance of senior staff conduct teaching, research and public services such as consultancy.
Qualifications	: Holder of a (i) Bachelor of Science in Nursing, and (ii) Bachelor of Medical Laboratory Sciences. Must have a minimum GPA of 3.5 on a 5-point scale in undergraduate degree. Must be registered by relevant authorities e.g. TNMC
Experience	: Working experience in tertiary education institutions, will be an added advantage.
Main Duties and Responsibilities	: <p>The Tutorial Assistant shall be responsible to the Dean, School of Nursing (SONU) 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 the following:</p> <ul style="list-style-type: none"> (i) Understudy senior academic staff including attending lectures, leading seminars, tutorials and practical where applicable; (ii) Study and acquire skills and knowledge in training, research and consultancy; (iii) Assist in marking and grading assignments, tests, examinations and invigilation under supervision; (iv) Assist in research, consultancy projects and outreach activities; (v) Participate in curriculum development; (vi) Assist in other service programmes of the department; and (vii) Performing any other duties that may be assigned by competent authority.
Salary Scale	: Staff salary rank according to SJUT Scheme of Service
Tenure	: Fixed term contract of four (4) years renewable on satisfactory performance.

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 **Friday, 14th June, 2024** at 04:00 p.m. to:

Vice Chancellor,
St John's University of Tanzania
1 St John Road, 41111 Kikuyu North | P.O Box 47, 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.



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