



To LEARN To SERVE

ST JOHN'S UNIVERSITY OF TANZANIA

EMPLOYMENT OPPORTUNITIES

St. John's University of Tanzania (SJUT) is owned by the Anglican Church of Tanzania (ACT). The Chief Mazengo campus is located in Kikuyu area in Dodoma, about 3.5km southwest of the town centre. The University has centres: St Mark's Centre at Buguruni Malapa in Dar es Salaam, Kigoma/Ujiji Centre and DCT Msalato Centre along the Dodoma-Arusha highway about 8km from town and one site within Dodoma Town.

St John's University of Tanzania is committed to a culture of quality, excellence and absolute integrity in the context of Biblical values.

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

1. Job Title: ASSISTANT LECTURER – BIOLOGY (1 Post) – Faculty of Natural and Applied Sciences (FaNAS)

- (a) **Reports to:** Dean, Faculty of Natural and Applied Sciences (FaNAS)
- (b) **Duty Station:** SJUT Main Campus, Chief Mazengo – Dodoma
- (c) **Job Summary:** With guidance of senior staff conduct teaching, research and public services as consultancy.
- (d) **Qualification:** Holder of a MSc. in Biology. Must have a GPA of 3.5 or above in undergraduate degree and a GPA of 4.0 or above in masters degree.
- (e) **Experience:** With a minimum of three (3) years working experience in tertiary education institutions.
- (f) **Main Duties and Responsibilities:**

The Assistant Lecturer (Biology) shall be responsible to the Dean of Faculty of Natural and Applied Sciences (FaNAS) 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) Conduct lectures; prepare case studies; assist in tutorials/seminars in undergraduate (not Masters or PhD) and other courses.
 - (ii) Work in cooperation with senior faculty members on specific projects such as research and consultancy.
 - (iii) Understudy senior academic staff to supervise special projects, conduct, publish and disseminate research results.
 - (iv) Participate in training, research and consultancy.
 - (v) Marks and grade examinations and tests.
 - (vi) Supervise students during seminars, examinations, tests, practical, field work and tutorials.
 - (vii) Participate in writing of Teaching Manuals.
 - (viii) Participate in curriculum development.
 - (ix) Invigilate students during examinations.
 - (x) Attend workshops, conferences and symposia.
 - (xi) Attend faculty development training.
 - (xii) Promote excellence in all service programmes of the department.
 - (xiii) Perform any other duties that may be assigned by a competent authority.
- (g) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service
- (h) **Tenure:** Local permanent contract and pensionable.

2. Job Title: ASSISTANT LECTURER – PHYSICS (1 Post) – Faculty of Natural and Applied Sciences (FaNAS)

- (a) **Reports to:** Dean, Faculty of Natural and Applied Sciences (FaNAS)
- (b) **Duty Station:** SJUT Main Campus, Chief Mazengo – Dodoma
- (c) **Job Summary:** With guidance of senior staff conduct teaching, research and public services as consultancy.
- (d) **Qualification:** Holder of a MSc. in Physics. Must have a GPA of 3.5 or above in undergraduate degree and a GPA of 4.0 or above in masters degree.
- (e) **Experience:** With a minimum of three (3) years working experience in tertiary education institutions.
- (f) **Main Duties and Responsibilities:**
The Assistant Lecturer (Physics) shall be responsible to the Dean of Faculty of Natural and Applied Sciences (FaNAS) 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) Conduct lectures; prepare case studies; assist in tutorials/seminars in undergraduate (not Masters or PhD) and other courses.
 - (ii) Work in cooperation with senior faculty members on specific projects such as research and consultancy.
 - (iii) Understudy senior academic staff to supervise special projects, conduct, publish and disseminate research results.
 - (iv) Participate in training, research and consultancy.
 - (v) Marks and grade examinations and tests.
 - (vi) Supervise students during seminars, examinations, tests, practical, field work and tutorials.
 - (vii) Participate in writing of Teaching Manuals.
 - (viii) Participate in curriculum development.
 - (ix) Invigilate students during examinations.
 - (x) Attend workshops, conferences and symposia.
 - (xi) Attend faculty development training.
 - (xii) Promote excellence in all service programmes of the department.
 - (xiii) Perform any other duties that may be assigned by a competent authority.
- (g) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service
- (h) **Tenure:** Local permanent contract and pensionable.

3. Job Title: DIRECTOR OF PLANNING AND DEVELOPMENT (1 Post)

- (a) **Reports to:** Deputy Vice Chancellor (Planning, Finance and Administration)
- (b) **Duty Station:** SJUT Main Campus, Chief Mazengo – Dodoma
- (c) **Job Summary:** Assisting the University with duties and responsibilities pertaining to University strategic development and management.
- (d) **Qualification:** Holder of a Masters degree in either Educational Planning, Project Planning Management, Development Planning, Economics, Business Administration or any other relevant field.
- (i) Extensive knowledge and experience of University systems; and
 - (ii) Management experience of higher learning institutions in coordinating resources and all functions pertaining to strategic planning and developments of the University.
- (e) **Experience:** With a minimum of a relevant working experience of at least six (6) years in a senior managerial position.
- (f) **Main Duties and Responsibilities:**
The Director of Planning and Development (DPD) shall specifically be responsible, for:
- (i) Acts as Chief advisor to the Deputy Vice Chancellor (Planning, Finance and Administration) on matters pertaining to planning, resource mobilization, and management of development issues of the University;
 - (ii) Establishes and implements short- and long-range University goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement;
 - (iii) In liaison with the Director of Finance, develops and manages annual budgets for the University and performs periodic cost and productivity analyses.
 - (iv) Initiates and performs research and policy analyses relevant to anticipated institutional planning, policy, and decision-making needs.

- (v) Recommends and participates in the development of university policies and procedures; may serve on university planning and policy-making committees.
- (vi) Plans, develops, and implements strategies for generating resources and/or revenues for the University;
- (vii) Assists the institution in identifying and understanding emerging internal and external issues and significant environmental changes, constituting both opportunities and challenges to the University
- (viii) Provides relevant, timely, and accurate institutional information to university administrators and the university community at large, and provides institution-wide support for obtaining data and information and performing analyses in response to specific needs.
- (ix) To produce evaluative and authoritative reports to inform policy and decision-making by the University's different organs;
- (x) Develops methodologies for data collection on various aspects of University operational programmes and designs and reviews data collection instruments.
- (xi) Identifies and participates in the evaluation of facility infrastructure renewal projects designed to sustain the University's capital building inventory
- (xii) Prepares planning guidelines for use at Faculty/School/Institute/Directorate/Centre or Departmental level;
- (xiii) Coordinates and controls the planning as well as effective and efficient utilization of all human and non-human resources;
- (xiv) Reviews the Corporate Strategic Plan and advises Management on the appropriate changes; and proposes effective strategies for mobilizing resources for implementing the plans;
- (xv) Prepares plans or project documents for submission through Council to the donors for funding;
- (xvi) Attends meetings of the University which have impact on the planning function, e.g. of the Council, Senate, Planning and Finance Committee when invited; and
- (xvii) Performs any other duties and responsibilities as assigned by the Deputy Vice Chancellor (Planning, Finance and Administration) or competent authority.

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

(h) Tenure: Local permanent contract and pensionable.

4. Job Title: DIRECTOR OF HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (DHRMA)

(a) Reports to: Deputy Vice Chancellor (Planning, Finance and Administration).

(b) Job Summary: The purpose of the post is to assist the Deputy Vice Chancellor (Planning, Finance and Administration) in the performance of duties pertaining to human resource management and administration according to University procedures and policies.

(c) Skills and Abilities: A qualified candidate for this position shall possess the following skills and abilities:

- (i) Ability to develop a vision, mission and direction for the University in human resource management and administration;
- (ii) Ability to interpret and promote the University's human resource functions and objectives;
- (iii) Ability to stimulate and encourage new ideas and developments through motivation and support for staff and students;
- (iv) Skills in strategic management, communication, interpersonal, public relations and negotiations;
- (v) Ability to influence, persuade and build coalitions and networks; and
- (vi) Ability to serve effectively in a Church owned Institution of higher learning.

(d) Qualification: Holder of a Master's degree in Public Administration, Management, and Human Resource Management from a recognized institution. Must have a minimum GPA of 3.5 in a 5-point scale in undergraduate degree and a minimum GPA of 3.0 on a 5-point scale for a Master's degree or equivalent

(e) Experience: At least with a minimum of six (6) years of relevant work experience of which four (4) years must be at senior managerial level.

(f) Main Duties and Responsibilities:

Director of Human Resource Management and Administration (DHRMA) shall be the chief advisor of, and responsible to the Deputy Vice Chancellor (Planning, Finance and Administration) for the efficient and effective developing and managing the human capital, as well general administration of the University. He/she shall specifically be responsible for the following:

- (i) Heads the Directorate of Human Resource Management and Administration for all administrative and human resource activities of the University;
- (ii) Organizes and directs, staffing, compensation, staff development and staff relation's services in accordance with the approved policies;

- (iii) Develops, recommends and advises top management on plans, administrative laws, policies and procedures;
- (iv) Develops and implements programmes and methods to document the University's administrative and human resource policies and informs employees accordingly;
- (v) Provides advisory service to senior officers at the university on all matters relating to human resource and administrative policies, systems and human resource problems; and
- (vi) Performs any other duties and responsibilities as assigned by the Deputy Vice Chancellor (Planning, Finance and Administration) or competent authority.

(g) Salary Scale: Staff salary rank plus duty post allowance according to SJUT Scheme of Service

(h) Tenure: Four (4) years renewable once on satisfactory performance.

5. Job Title: ESTATES MANAGER (1 Post)

(a) Reports to: Deputy Vice Chancellor (Planning, Finance and Administration)

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

(c) Job Summary: Assisting the University with duties and responsibilities pertaining to estates development and management.

(d) Qualification: Holder of a Master Degree in, Environmental Engineering, Architecture, Building Economics, Civil Engineering, OR Land Management and Valuation.

- (i) Preferably a Senior Estates Officer who has registered as a professional Engineer/Valuer with the relevant Board.
- (ii) Extensive knowledge and experience of University systems and;
- (iii) Management experience of higher learning institutions in coordinating resources pertaining to estates development.

(e) Experience: With a minimum of three (3) years working experience in relevant senior position in tertiary education institutions.

(f) Main Duties and Responsibilities:

The Estates Manager shall specifically be responsible, for:

- (i) Be the administrative Head of the Department.
- (ii) Plans, organize and control Estates maintenance activities,
- (iii) Supervises and guides junior staff,
- (iv) Plans consultancy services activities,
- (v) Maintains coordinative work contacts with building and maintenance staff of the Estates Department,
- (vi) Prepares and compiles budget estimates for Capital Development,
- (vii) Coordinates the preparation of the physical master plan,
- (viii) Coordinates the effective maintenance and rehabilitation of the infrastructure, and
- (ix) Performs any other duties and responsibilities as may be assigned by one's reporting officer.

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

(h) Tenure: Local permanent contract and pensionable.

6. Job Title: ASSISTANT LECTURER – ACCOUNTING AND FINANCE (1 Post) – Faculty of Commerce and Business Studies (FOCB)

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

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

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

(d) Qualification: Holder of a MSc. in Accounting and/or Finance. Must have a GPA of 3.5 or above in undergraduate degree and a GPA of 4.0 or above in masters degree.

(e) Experience: With a minimum of three (3) years working experience in tertiary education institutions.

(f) Main Duties and Responsibilities:

The Assistant Lecturer (Accounting and Finance) shall be responsible to the Dean of Faculty of Commerce and Business Studies (FOCB) 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) Conduct lectures; prepare case studies; assist in tutorials/seminars in undergraduate (not Masters or PhD) and other courses.
- (ii) Work in cooperation with senior faculty members on specific projects such as research and consultancy.
- (iii) Understudy senior academic staff to supervise special projects, conduct, publish and disseminate research results.
- (iv) Participate in training, research and consultancy.
- (v) Marks and grade examinations and tests.
- (vi) Supervise students during seminars, examinations, tests, practical, field work and tutorials.
- (vii) Participate in writing of Teaching Manuals.
- (viii) Participate in curriculum development.
- (ix) Invigilate students during examinations.
- (x) Attend workshops, conferences and symposia.
- (xi) Attend faculty development training.
- (xii) Promote excellence in all service programmes of the department.
- (xiii) Perform any other duties that may be assigned by a competent authority.

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

(h) Tenure: Local permanent contract and pensionable.

7. Job Title: TUTORIAL ASSISTANT – ACCOUNTING AND FINANCE (1 Post) – Faculty of Commerce and Business Studies (FOCB)

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

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

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

(d) Qualification: Holder of a Bachelor degree in Accounting and/or Finance. Must have a GPA of 3.5 or above in undergraduate degree and a Certified Public Accountant (CPA).

(e) Experience: With a minimum of three (3) years working experience in tertiary education institutions.

(f) Main Duties and Responsibilities:

The Tutorial Assistant (Accounting and Finance) shall be responsible to the Dean of Faculty of Commerce and Business Studies (FOCB) 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) Understudy senior academic staff including attending lectures, leading seminars, tutorials and practicals where applicable.
- (ii) Study and acquire skills and knowledge in training, research and consultancy.
- (iii) Assists in marking and grading assignments, tests, examinations and invigilation under supervision.
- (iv) Assists in research, consultancy projects and outreach activities.
- (v) Participates in curriculum development.
- (vi) Assists in other service programmes of the department.
- (vii) Performs any other duties that may be assigned by a competent authority.

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

(h) Tenure: Local permanent contract and pensionable.

Mode of Application: Complete application package that consists of Application Letter supported with detailed Curriculum Vitae (CV), relevant copies of Certificates i.e. Degree/Diploma Certificates /Testimonials, Academic Transcripts plus Secondary School Certificates and their contact details should be submitted no later than: **22nd January, 2018** to:

Vice Chancellor,
St John's University of Tanzania
P.O Box 47, Dodoma, Tanzania.

Tel: 026-239 0044 **Fax:** 026-239 0025 **E-mail:** admin@sjut.ac.tz OR hr@sjut.ac.tz **Website:** www.sjut.ac.tz