



ST JOHN'S UNIVERSITY OF TANZANIA

EMPLOYMENT OPPORTUNITY

St. John's University of Tanzania (SJUT) is owned by the Anglican Church of Tanzania (ACT). The 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 position:

1. Job Title: JANITOR (1 Post)

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- (a) **Reports to:** Dean of Students
- (b) **Job Summary:** The purpose of the post is to assist the Dean of Students in the performance of duties pertaining to students services and to ensure effective and efficient implementation of the University Student Handbook on Accommodation Policy.
- (c) **Qualification:** Holder of a Diploma in Education, Social Work or Home Economics or equivalent qualification preferably with past experience in related field.
- (d) **Experience:** At least with a minimum of two (2) years of relevant work experience in a related field.
- (e) **Main Duties and Responsibilities:**

He/she shall specifically be responsible for the following:

- (i) Assists in supervising hall attendants;
- (ii) Assists in enforcing students' rules and regulations;
- (iii) Assists in keeping and maintaining proper residence records;
- (iv) Assists in ensuring security in and around halls of residence; and
- (v) Performs any other functions as may be assigned from time to time by one's reporting officer.

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

(g) **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: **6th November, 2017** 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