



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](http://www.sjut.ac.tz).

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

| <b>FACULTY OF COMMERCE AND BUSINESS STUDIES (FOCB)</b>                 |  |
|--|--|
| <b>Job Title</b>   | : <b>ASSISTANT LECTURER (2 Posts) – Re-advertised</b>  |
| <b>Reports to</b>  | : Dean, Faculty of Commerce and Business Studies (FOCB)  |
| <b>Duty Station</b>  | : SJUT Chief Mazengo Campus – Dodoma   |
| <b>Job Summary</b>   | : With guidance of senior staff conduct teaching, research and public services such as consultancy.  |
| <b>Assistant Lecturer (Procurement and Supply Management) – 1 Post</b> |  |
| <b>Qualifications</b>  | : (i) Holder of a 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. |
| <b>Assistant Lecturer (Health Services Management) – 1 Post</b>        |  |
| <b>Qualifications</b>  | : (ii) Holder of a Master of Health Services Management; Master of Science in Public Health; Master of Epidemiology and Biostatistics; Master of Science in Health Systems Management or related courses. A Bachelor of Health Services Management; Bachelor of Health Systems Management; or business related subjects. 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.                |
| <b>Main Duties and Responsibilities</b>                                | : 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,   |

|   |   |
|---|---|
|   | <p>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:</p> <ul style="list-style-type: none"> <li>(i) Conducting lectures; preparing case studies; assisting in tutorials/seminars in undergraduate (not Master or PhD) and other courses;</li> <li>(ii) Working in cooperation with senior faculty members on specific projects such as research and consultancy;</li> <li>(iii) Understudying senior academic staff to supervise special projects, conduct, publish and disseminate research results;</li> <li>(iv) Participating in training, research and consultancy;</li> <li>(v) Marking and grading examinations and tests;</li> <li>(vi) Supervising students during seminars, examinations, tests, practical, field work and tutorials;</li> <li>(vii) Participating in writing of teaching manuals;</li> <li>(viii) Participating in curriculum development;</li> <li>(ix) Invigilating students during examinations;</li> <li>(x) Attending workshops, conferences and symposia;</li> <li>(xi) Attending faculty development training;</li> <li>(xii) Promoting excellence in all service programmes of the department; and</li> <li>(xiii) Performing any other duties that may be assigned by a competent authority.</li> </ul> |
| <b>Salary Scale</b>                     | Staff salary rank according to SJUT Scheme of Service.  |
| <b>Tenure</b>                           | Fixed term contract of four (4) years renewable on satisfactory performance.  |
|   |   |
| <b>Job Title</b>                        | <b>: LECTURER (Human Resource Management) (1 Post) - Re-advertised</b>  |
| <b>Reports to</b>                       | : Dean, Faculty of Commerce and Business Studies (FOCB)   |
| <b>Duty Station</b>                     | : SJUT Chief Mazengo Campus – Dodoma  |
| <b>Job Summary</b>                      | : Conduct teaching, research and public services such as consultancy.   |
| <b>Qualifications</b>                   | : (i) 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.   |
| <b>Experience</b>                       | : Working experience in tertiary education institutions, will be an added advantage.  |
| <b>Main Duties and Responsibilities</b> | : 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   |

|                     |  |
|---------------------|--|
|                     | <p>responsible for teaching Human Resources Management and related courses. Other duties include:</p> <ul style="list-style-type: none"> <li>(i) Developing curriculum and participating in its implementation;</li> <li>(ii) Carrying out lectures, conduct tutorials, seminars and practicals for undergraduate students;</li> <li>(iii) Conducting lectures and seminars for graduate students;</li> <li>(iv) Assessing undergraduate and graduate students' coursework;</li> <li>(v) Invigilating students during examinations;</li> <li>(vi) Setting and marking assignments, tests and examinations and submitting results on time;</li> <li>(vii) Preparing manuals and case studies for training;</li> <li>(viii) Participating in research projects, including multi-disciplinary research projects;</li> <li>(ix) Providing close supervision and guidance to undergraduate and graduate students;</li> <li>(x) Participating in developing and managing various university activities;</li> <li>(xi) Participating in writing research grant applications;</li> <li>(xii) Participating in research, and publishing/dissemination of results;</li> <li>(xiii) Participating in consultancy;</li> <li>(xiv) Attending/organizing workshops, conferences and symposia;</li> <li>(xv) Participating in, and facilitating continuing professional education and research seminars and faculty development activities to improve teaching and research skills;</li> <li>(xvi) Supervising case presentation and participate in training other staff; and</li> <li>(xvii) Performing any other duties that may be assigned by competent authority.</li> </ul> |
| <b>Salary Scale</b> | : Staff salary rank according to SJUT Scheme of Service  |
| <b>Tenure</b>       | : Fixed term contract of four (4) years renewable on satisfactory performance.   |

| <b>DIRECTORATE OF LIBRARY SERVICES AND INFORMATION MANAGEMENT (DLIM)</b> |  |
|--|--|
| <b>Job Title</b>   | : <b>SENIOR LIBRARY OFFICER II (1 Post)</b>  |
| <b>Reports to</b>  | : Director of Library Services and Information Management  |
| <b>Duty Station</b>  | : SJUT Chief Mazengo Campus – Dodoma   |
| <b>Job Summary</b>   | : The purpose of the post is to assist the Director of Library Services and Information Management in the performance of duties pertaining to administration of library services and information management.   |
| <b>Qualifications</b>  | : Holder of Master's degree in Library and Information Studies or Digital Library Learning from a recognized Institution. Must have a minimum GPA of 3.0 in a 5-point scale in undergraduate degree and a minimum GPA of 3.5 on a 5-point scale for a Master's degree or equivalent. |
| <b>Experience</b>  | : A minimum of three (3) years of relevant work experience. Competence in information communication technology, communication skills and digital information skills will be an added advantage.  |

|   |   |
|---|---|
| <b>Main Duties and Responsibilities</b> | : The Senior Library Officer II shall be responsible to the Director of Library Services and Information Management for the efficient and effective performance of duties and responsibilities pertaining to library service and information management. He/she shall specifically be responsible for the following:<br>(i) Supervising junior library staff in a given section;<br>(ii) Supervising the shelving of books and periodicals;<br>(iii) Identifying library users' book requirements;<br>(iv) Compiling and analyzing statistical data;<br>(v) Undertaking library project work;<br>(vi) Teaching computer use to junior library staff and users; and<br>(vii) Performing any other duties and responsibilities as may be assigned from time to time by competent authority. |
| <b>Salary Scale</b>                     | : Staff salary rank according to SJUT Scheme of Service.  |
| <b>Tenure</b>                           | : Fixed term contract of four (4) years renewable on satisfactory performance.  |
|   |   |
| <b>Job Title</b>                        | : <b>LIBRARY ASSISTANT II (1 Post)</b>  |
| <b>Reports to</b>                       | : Director of Library Services and Information Management   |
| <b>Duty Station</b>                     | : SJUT Chief Mazengo Campus – Dodoma  |
| <b>Job Summary</b>                      | : The purpose of the post is to assist the Director of Library Services and Information Management in the performance of duties pertaining to administration of library services and information management.  |
| <b>Qualifications</b>                   | : Holder of Advanced Level Certificate of Education with credit passes in English and Kiswahili or form IV leaver with Certificate and the National Library Assistant Certificate issued by Lower Standard Library examination (TLS) or equivalent from a recognized institution. Must have a minimum GPA of 3.0 in a 5-point scale.  |
| <b>Main Duties and Responsibilities</b> | : The Library Assistant II shall be responsible to the Director of Library Services and Information Management for the efficient and effective performance of duties and responsibilities pertaining to library service and information management. He/she shall specifically be responsible for the following:<br>(i) Undertaking on the job training in library duties;<br>(ii) Performing library clerical duties and responsibilities;<br>(iii) Registering of readers;<br>(iv) Issuing of books to readers;<br>(v) Receiving books from readers;<br>(vi) Handling of simple enquiries from readers;<br>(vii) Bibliographical searching; and<br>(viii) Performing any other duties and responsibilities as may be assigned from time to time by competent authority.                  |
| <b>Salary Scale</b>                     | : Staff salary rank according to SJUT Scheme of Service   |
| <b>Tenure</b>                           | : Fixed term contract of four (4) years renewable on satisfactory performance.  |

| <b>THE OFFICE OF THE DEAN OF STUDENTS (DOS)</b> |   |
|---|---|
| <b>Job Title</b>                                | : <b>STUDENT COUNSELLOR II (1 Post)</b>   |
| <b>Reports to</b>                               | : Dean of Students (DOS)  |
| <b>Duty Station</b>                             | : SJUT Chief Mazengo Campus – Dodoma  |
| <b>Job Summary</b>                              | : The purpose of the post is to assist the Dean of Students in the performance of duties pertaining to mental and physical health, and emotional wellbeing of all students. The Student Counsellor will provide a high-quality counselling service to students experiencing a wide range of social, emotional and health issues.  |
| <b>Qualifications</b>                           | : Holders of a University degree with a bias in Educational Psychology/Divinity or Social Welfare and Counselling; Advanced Diploma in Social Welfare or Community Development with three (3) years relevant working experience in a similar position. Women are highly encouraged to apply.  |
| <b>Main Duties and Responsibilities</b>         | : The Student Counsellor II shall be responsible to the Dean of Students for the efficient and effective performance of duties and responsibilities pertaining to mental and physical health as well as emotional wellbeing of individuals. He/she shall specifically be responsible for the following: <ul style="list-style-type: none"> <li>(i) Assisting the Dean of Students in students' counselling and guidance in one's respective hall of residence;</li> <li>(ii) Coordinating academic advice for students in his/her respective hall of residence in collaboration with academic advisors;</li> <li>(iii) Coordinating students' cultural, recreational and sports activities in his hall of residence;</li> <li>(iv) Serving as an advisor to students' government at the hall of residence level and attends meetings of the Health Committee and the Hall Assembly;</li> <li>(v) With the approval of Dean of Students, issuing permits to students who may experience emergencies that need absences from the Campus for some days;</li> <li>(vi) Taking care of students' welfare and ensures that the sick are urgently treated and taken care of satisfactorily; and</li> <li>(vii) Performing any other duties and responsibilities which may be assigned by one's reporting officer.</li> </ul> |
| <b>Salary Scale</b>                             | : Staff salary rank according to SJUT Scheme of Service.  |
| <b>Tenure</b>                                   | : Fixed term contract of four (4) years renewable on satisfactory performance.  |

| <b>UNIVERSITY DISPENSARY</b> |   |
|------------------------------|---|
| <b>Job Title</b>             | : <b>NURSE II (1 Post)</b>  |
| <b>Reports to</b>            | : Doctor-in-Charge  |
| <b>Duty Station</b>          | : SJUT Chief Mazengo Campus – Dodoma  |
| <b>Job Summary</b>           | : Attending patients by setting-up plans for patient care, providing and coordinating patient care, educate patients and the public about |

|   |  |
|---|--|
|   | various health conditions, and provide advice and emotional support to patients.   |
| <b>Qualifications</b>                   | : Holder of a Form IV Certificate plus a Nurse/Midwife Certificate or Public Health Nurse Certificate. Possessing computer skills will be an added advantage. Must be registered.  |
| <b>Experience</b>                       | : With a minimum of three (3) years working experience in a health centre or dispensary.   |
| <b>Main Duties and Responsibilities</b> | : A qualified candidate for this position shall possess skills and abilities to maintain accurate, complete health care records and reports. Other key roles include administering medications to patients and monitoring them for side effects and reactions. The other duties shall be the following:<br>(i) Performing general nursing care of patients;<br>(ii) Performing maternal and child care services;<br>(iii) Administering drugs and treatment as prescribed by Medical Officers;<br>(iv) Providing health education on family planning, nutrition, vaccination, sanitation and child spacing; and<br>(v) Performing any other duty and responsibility as may be assigned by one's reporting officer. |
| <b>Salary Scale</b>                     | : Staff salary rank according to SJUT Scheme of Service.   |
| <b>Tenure</b>                           | : 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 **Monday, 15<sup>th</sup> April, 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.

**TO LEARN TO SERVE**