



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:

DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION	
Job Title	: DRIVER (1 Post)
Reports to	: Director, Directorate of Human Resource Management and Administration (DHRMA)
Duty Station	: SJUT Chief Mazengo Campus – Dodoma
Job Summary	: Driving University vehicles and other duties pertaining to transport office duties. Working with the Head Driver/Transport Officer in executing transportation and logistics activities.
Qualifications	: Holder of a Certificate of Secondary Education Examination (CSEE) [Form Four Certificate] with passes in Kiswahili and English or an equivalent qualification. An experienced driver with a long experience driving institutional vehicles. He/She must have a valid Class C Driving License with working experience of two (2) years. Possession of Trade Test Grade II/Drivers Grade II Certificate from recognized Institutions such as NIT or VETA will be an added advantage.
Main Duties and Responsibilities	: The Driver shall safely operate University vehicles to transport staff and students, equipment, and materials to and from designated locations as directed. Other duties shall include being responsible for: <ol style="list-style-type: none"> (i) Driving institutional vehicles; (ii) Maintaining logbooks; (iii) Safekeeping the vehicle and tools, and any materials entrusted to him/she; (iv) Maintaining disciplined behaviour and proper conduct in rendering services to his/her assignees;

		(v) Maintaining cleanliness of the vehicle and tools; (vi) Carrying out minor mechanical repairs; (vii) Reporting promptly any defect or problems detected in the vehicle; and (viii) Performing messengerial duties such as dispatching documents/letters, collecting mail and any other duties as 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.

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, 27th December, 2024** at 04:00 p.m. to:

Vice Chancellor,
St John's University of Tanzania
1 St John Road, 41111 North Kikuyu | 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