



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:

FINANCE DEPARTMENT	
Job Title	: ACCOUNTS ASSISTANT (1 Post)
Reports to	: Bursar
Duty Station	: SJUT Chief Mazengo Campus – Dodoma
Job Summary	: The purpose of the post is to assist the Bursar in the performance of duties pertaining to finance administration and finance office operations.
Qualifications	: Holder of a 2-year Diploma in Accounting or Professional Level, NAD Part I or II from a recognized institution with at least three (3) years working experience in a related field.
Main Duties and Responsibilities	: The Accounts Assistant shall be responsible to the Bursar for the efficient and effective performance of duties and responsibilities pertaining to finance administration and finance office operations. He/she shall specifically be responsible for the following: <ul style="list-style-type: none"> (i) Receiving and paying cash and cheques; (ii) Maintaining full and accurate accounting records; (iii) Preparing final reconciliation; (iv) Balancing ledger accounts; and (v) Performing any other duties and responsibilities as may be assigned from time to time 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, 29th August, 2025** 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.



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