



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:

FACULTY OF COMMERCE AND BUSINESS STUDIES (FOCB)	
<b>Job Title</b>	: <b>ASSISTANT LECTURER (3 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.
Assistant Lecturer (Accounting) – 1 Post	
<b>Qualifications</b>	: (i) Holder of a Master of Business Administration specialization in Accounting, or Accounting and Finance. A Bachelor of Business Administration specialization in Accounting, or a Bachelor degree in Accounting and Finance (BAF). 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.
Assistant Lecturer (Health Services Management) – 2 Posts	
<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>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>	:	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>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.

#### **FACULTY OF NATURAL AND APPLIED SCIENCES (FaNAS)**

<b>Job Title</b>	:	<b>ASSISTANT LECTURER (Physics) (1 Post)</b>
<b>Reports to</b>	:	Dean, Faculty of Natural and Applied Sciences (FaNAS)
<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>Qualifications</b>	:	Holder of a Master of Science in Physics. A Bachelor degree in Science with Education (specialization in Physics). 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>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.

#### **SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES (SOPH)**

<b>Job Title</b>	:	<b>LECTURERS (Pharmacy) (3 Posts) Re-advertised</b>
<b>Reports to</b>	:	Dean, School of Pharmacy and Pharmaceutical Sciences (SoPH)
<b>Duty Station</b>	:	SJUT Chief Mazengo Campus – Dodoma
<b>Job Summary</b>	:	Conduct teaching, research and public services such as consultancy. Specifically, for teaching Unit Processes and Pharmaceutical Calculations; OR Pharmacotherapy; OR Pharmacognosy.
<b>Qualifications</b>	:	Holder of a PhD in Pharmacy. A Master of Science or Master of Pharmacy and Pharmaceutics. A Bachelor of Pharmacy. 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>Job Title</b>	:	<b>ASSISTANT LECTURER (2 Posts) Re-advertised</b>
<b>Reports to</b>	:	Dean, School of Pharmacy and Pharmaceutical Sciences (SoPH)

<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. Specifically, for teaching Pharmaceutical Chemistry, Medicinal Chemistry and Drug Design.
<b>Qualifications</b>	:	Holder of a Master of Science or Master of Pharmacy and Pharmaceutics. A Bachelor of Pharmacy. 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>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.

#### **SCHOOL OF NURSING (SONU)**

<b>Job Title</b>	:	<b>ASSISTANT LECTURER (1 Post)</b>
<b>Reports to</b>	:	Dean, School of Nursing (SONU)
<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>Qualifications</b>	:	Holder of a Master of Science in Nursing or equivalent degree. A Bachelor of Science in Nursing. 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. Must be registered by TNMC
<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.

#### **FINANCE DEPARTMENT**

<b>Job Title</b>	:	<b>ACCOUNTS ASSISTANT (1 Post)</b>
<b>Reports to</b>	:	Bursar
<b>Duty Station</b>	:	SJUT Chief Mazengo Campus – Dodoma
<b>Job Summary</b>	:	The purpose of the post is to assist the Bursar in the performance of duties pertaining to finance administration and finance office operations.
<b>Qualifications</b>	:	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.
<b>Main Duties and Responsibilities</b>	:	<p>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:</p> <ul style="list-style-type: none"> <li>(i) Receiving and paying cash and cheques;</li> <li>(ii) Maintaining full and accurate accounting records;</li> <li>(iii) Preparing final reconciliation;</li> <li>(iv) Balancing ledger accounts; and</li> </ul>

		(v) 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>CENTRE FOR INFORMATION AND COMMUNICATION TECHNOLOGY (CICT)</b>		
<b>Job Title</b>	:	<b>ICT TECHNICIAN (1 Post)</b>
<b>Reports to</b>	:	Director, Centre for Information and Communication Technology
<b>Duty Station</b>	:	SJUT Chief Mazengo Campus – Dodoma
<b>Job Summary</b>	:	The purpose of the post is to assist the Director and the ICT Support Section in the performance of duties pertaining to computer maintenance, repairs, accessories installation and application, and other information and communication technology related duties of technical assistance and support.
<b>Qualifications</b>	:	Holder of a 2-year Ordinary Diploma in Information and Communication Technology, Computer Science, or related field from a recognized institution with at least one (1) year working experience in a related field. A candidate with knowledge of computer hardware, software, and networking skills will be considered as an added advantage.
<b>Main Duties and Responsibilities</b>	:	<p>The ICT Technician shall be responsible to the Director for the efficient and effective performance of duties and responsibilities pertaining to computer technical assistance. He/she shall specifically be responsible for the following:</p> <ul style="list-style-type: none"> <li>(i) Troubleshooting and resolving network and internet problems;</li> <li>(ii) Performing system updating and software upgrades;</li> <li>(iii) Maintaining and repairing computers, printers, and related ICT equipment;</li> <li>(iv) Providing user support for hardware and software issues;</li> <li>(v) Assisting staff and students with ICT-related technical issues in a timely and professional manner;</li> <li>(vi) Supporting data security, backup, and recovery procedures as guided by ICT management;</li> <li>(vii) Participating in implementing ICT projects, improvements, and best practices to enhance service delivery; and</li> <li>(viii) Performing any other duties and responsibilities as may be assigned from time to time 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.

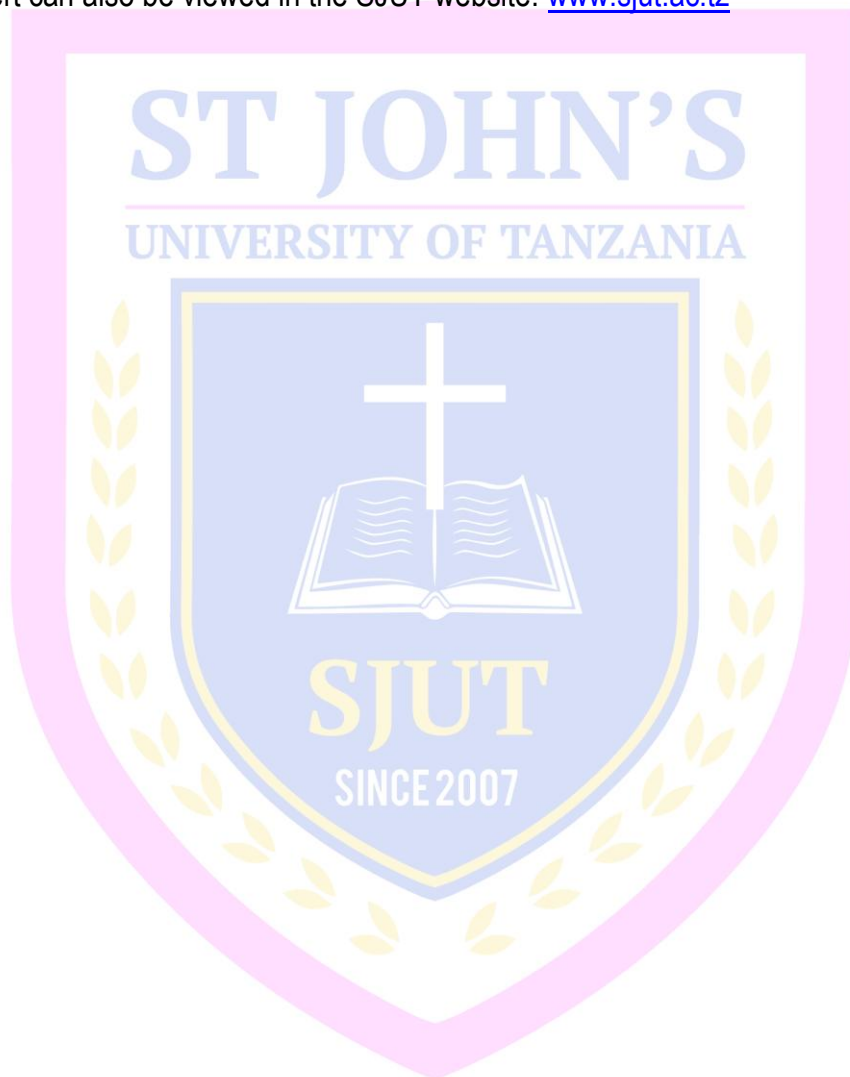
<b>DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (DHRMA)</b>	
<b>Job Title</b>	: <b>OFFICE MANAGEMENT SECRETARY (1 Post)</b>
<b>Reports to</b>	: Director of Human Resource Management and Administration (DHRMA)
<b>Duty Station</b>	: SJUT Chief Mazengo Campus – Dodoma
<b>Job Summary</b>	: Assisting the executive offices of the University in the duties pertaining to office management and secretarial duties.
<b>Qualifications</b>	: Holder of an Ordinary Diploma in Secretarial Studies, and/or passed Secretarial Examinations Stage II i.e. passed Shorthand in English and Hatimkato Kiswahili at 80 words per minute, typing 100/120 w.p.m. Manuscript Stage II, Tabulation Stage III, Office Procedure Stage II and Secretarial Duties Stage II and have Advanced Computer Course from a recognized institution.
<b>Experience</b>	: Working experience in a high-profile office, will be an added advantage.
<b>Main Duties and Responsibilities</b>	: The Office Management Secretary (OMS) shall specifically be responsible, for: <ul style="list-style-type: none"> <li>(i) Typing all general correspondence and non-confidential matters;</li> <li>(ii) Performing secretarial duties including typing, photocopying (correspondence, minutes, reports, circulars, bulletins, certificates);</li> <li>(iii) Taking proper care of all machines under her charge;</li> <li>(iv) Performing all filing tasks and ensuring all office duties are covered;</li> <li>(v) Filing copies of typed letters in relevant files;</li> <li>(vi) Receiving and directing visitors, as well as undertaking receptionist duties;</li> <li>(vii) Attending telephone calls and taking messages;</li> <li>(viii) Providing assistance to top executives of the University;</li> <li>(ix) Undertaking routine correspondence with prior approval of one's reporting officer;</li> <li>(x) Dealing with confidential matters in the office of the executives;</li> <li>(xi) Arranging meetings and appointment schedules for the senior executives;</li> <li>(xii) Making hotel booking for senior executives; 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.

**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, 17<sup>th</sup> October, 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.
- (iv) This advert can also be viewed in the SJUT website: [www.sjut.ac.tz](http://www.sjut.ac.tz)



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