



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 qualified academic member of staff 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 city centre. For further information, please visit www.sjut.ac.tz.

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

1. Job Title: LIBRARY OFFICER II (2 Posts) – Library Services and Information Management (DLIM)

- (a) **Reports to:** Director of Library Services and Information Management
- (b) **Job Summary:** 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.
- (c) **Skills and Abilities:** A qualified candidate for this position shall possess the following skills and abilities:
- Ability to interpret and promote the University's key academic functions and objectives;
 - Ability to stimulate and encourage new ideas and developments through motivation and support for staff and students;
 - Skills in strategic management, communication, public relations and negotiations;
 - Ability to influence, persuade and build coalitions and networks; and
 - Innovative in developing and deploying technology of teaching and learning.
- (d) **Qualification:** Holder of Bachelor's degree in Library Science, Librarianship and Information Studies or Digital Library learning from a recognized institution.
- (e) **Experience:** 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.
- (f) **Main Duties and Responsibilities:**
The 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:
- General supervising of junior library assistants;
 - Supervising shelving books and periodicals;
 - Compiling statistical data;
 - Dealing with queries of library matters from readers;
 - Teaching computer use to the other library staff and users; and
 - Performing any other duties and responsibilities as may be assigned from time to time by competent authority.
- (g) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service.
- (h) **Tenure:** Fixed terms contract of four (4) years renewable on satisfactory performance.
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2. Job Title: LIBRARY ASSISTANT II (1 Post) – Library Services and Information Management (DLIM)

- (a) **Reports to:** Director of Library Services and Information Management
- (b) **Job Summary:** 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.
- (c) **Qualification:** 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 Library examination (TLS) or equivalent from a recognized institution.
- (d) **Experience:** 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.
- (e) **Main Duties and Responsibilities:**
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:
- (i) Undertaking on the job training in library duties;
 - (ii) Performing library clerical duties and responsibilities;
 - (iii) Registering of readers;
 - (iv) Issuing of books to readers;
 - (v) Receiving books from readers;
 - (vi) Handling of simple enquiries from readers;
 - (vii) Bibliographical searching; and
 - (viii) Performing any other duties and responsibilities as may be assigned from time to time by competent authority.
- (f) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service.
- (g) **Tenure:** Fixed terms contract of four (4) years renewable on satisfactory performance.

3. Job Title: ACCOUNTS ASSISTANT (1 Post) – Finance Department

- (a) **Reports to:** Bursar
- (b) **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.
- (c) **Qualification:** 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.
- (d) **Experience:** A minimum of at least three (3) years working experience.
- (e) **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:
- (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.
- (f) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service.
- (g) **Tenure:** Fixed terms contract of four (4) years renewable on satisfactory performance.

4. Job Title: ASSISTANT LECTURERS (2 Posts) — Re-advertised: School of Pharmacy and Pharmaceutical Sciences (SOPH)

Assistant Lecturers in either one of the following competences Pharmaceutical Medicinal Chemistry, Pharmaceutical Microbiology, Pharmacotherapy, Pharmaceutical Analysis and Quality Control, Pharmacognosy and Natural Products Pharmacology

- (a) **Reports to:** Dean, School of Pharmacy and Pharmaceutical Sciences (SOPH)
- (b) **Duty Station:** SJUT, Chief Mazengo Campus – Dodoma

- (c) **Job Summary:** With guidance of senior staff conduct teaching, research and public services as consultancy and community engagement.
- (d) **Qualification:** Holder of a Master degree in Pharmacy or in relevant field. 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.
- (e) **Experience:** With a minimum of two (2) years working experience in tertiary education institutions.
- (f) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service
- (g) **Tenure:** Fixed terms 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), certified relevant copies of certificates i.e. Degree/Diploma certificates, testimonials, academic transcripts plus secondary school certificates and their contact details should be submitted not later than **28th January, 2022** at 04:00 p.m. 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

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, they have to show evidence of recognition of their foreign awards by relevant authorities (TCU, NACTE and NECTA).

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