



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:

### 1. ESTATES DEPARTMENT

**Job Title:** ESTATES OFFICER I (1 Post)

**(a) Reports to:** Deputy Vice Chancellor (Planning, Finance and Administration)

**(b) Duty Station:** SJUT Main Campus, Chief Mazengo – Dodoma

**(c) Job Summary:** Assisting the University with duties and responsibilities pertaining to estates development and management.

**(d) Qualification:** Holder of a bachelor degree in, Environmental Engineering, Architecture, Building Economics, Civil Engineering, OR Land Management and Valuation. Preferably a person who has registered as a professional Engineer/Valuer with the relevant Board.

**(e) Experience:** With a minimum of three (3) years working experience in relevant position.

**(f) Main Duties and Responsibilities:**

The Estates Officer I shall specifically be responsible, for:

- (i) Assisting the Estates Manager, in his absence acts as the administrative Head of the Department;
- (ii) Planning, organizing and controlling estates maintenance activities: including maintenance and cleaning of campus grounds and drainage systems;
- (iii) Participating in drawing-up short and long term programmes for the general improvement of the landscaping of the campus grounds and drainage systems;
- (iv) Supervising and guiding junior staff;
- (v) Planning consultancy services activities;
- (vi) Maintaining coordinative work contacts with building and maintenance staff of the Estates Department;
- (vii) Preparing and compiling budget estimates for capital development;
- (viii) Coordinating the preparation of the physical master plan;
- (ix) Coordinating the effective maintenance and rehabilitation of the infrastructure; and
- (x) Performing any other duties and responsibilities as may be assigned by one's reporting officer.

(g) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service

(h) **Tenure:** Fixed term contract of three (3) years, renewable.

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## 2. FACULTY OF NATURAL AND APPLIED SCIENCES

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**Job Title:** LABORATORY TECHNICIAN (CHEMISTRY) (1 Post)

(a) **Reports to:** Dean, Faculty of Natural and Applied Sciences (FaNAS)

(b) **Duty Station:** SJUT Main Campus, Mazengo – Dodoma

(c) **Job Summary:** The purpose of the post is to assist the Dean, Faculty of Natural and Applied Sciences (FaNAS) in the performance of duties pertaining to supervising and administering practical duties for Chemistry students in the science laboratories; plus other duties concerning repair and maintenance of laboratory facilities.

(d) **Qualification:** Holders of a Diploma or Higher Diploma or equivalent from a recognised institution with registration as Graduate Scientist or Technician Scientist – where applicable.

(e) **Experience:** With a minimum of three (3) years working experience in tertiary education institutions.

(f) **Main Duties and Responsibilities:**

The Laboratory Technician (Chemistry) shall be responsible to the Dean, Faculty of Natural and Applied Sciences (FaNAS) for the efficient and effective preparing and delivering laboratory services, problem solving and innovating skills, and recognizing those students having difficulties, intervene and provide help and support. He/she shall specifically be responsible, for:

(i) Carrying out specified tasks connected with laboratory practicals, students' projects, research, consultancy and services under supervision;

(ii) Assisting in the repairing and maintenance of laboratory facilities;

(iii) Assisting senior staff in relevant fields of laboratory operations; and

(iv) Performing other duties and responsibilities as assigned by one's reporting officer.

(g) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service

(h) **Tenure:** Fixed term contract of four (4) years renewable on satisfactory performance.

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## 3. UNIVERSITY DISPENSARY

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**Job Title:** MEDICAL LABORATORY ASSISTANT (1 Post)

(a) **Reports to:** Doctor-in-Charge

(b) **Duty Station:** SJUT, Chief Mazengo Campus – Dodoma

(c) **Job Summary:** Attending patients by performing basic laboratory investigations and managing the medical laboratory.

(d) **Key duties and responsibilities:** A qualified candidate for this position shall possess skills and abilities to perform the following:

(i) Performing basic laboratory investigations;

(ii) Preparing reagents under close supervision;

(iii) Maintaining general cleanliness of laboratory glass ware and equipment;

(iv) Collecting venous blood from patients and preserving specimens;

(v) Keeping records of laboratory investigations carried out in the register; and

(vi) Performing any other duties as may be directed by his/her supervisor.

(e) **Qualification:** Holder of a Certificate in Medical Laboratory or equivalent qualifications. Possessing computer skills will be an added advantage. Must be registered.

(f) **Experience:** With a minimum of three (3) years working experience in a medical laboratory or relevant work experience in related field after acquiring such qualifications. Practicing License from relevant Professional Board is essential.

(g) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service

(h) **Tenure:** Fixed term contract of four (4) years renewable on satisfactory performance.

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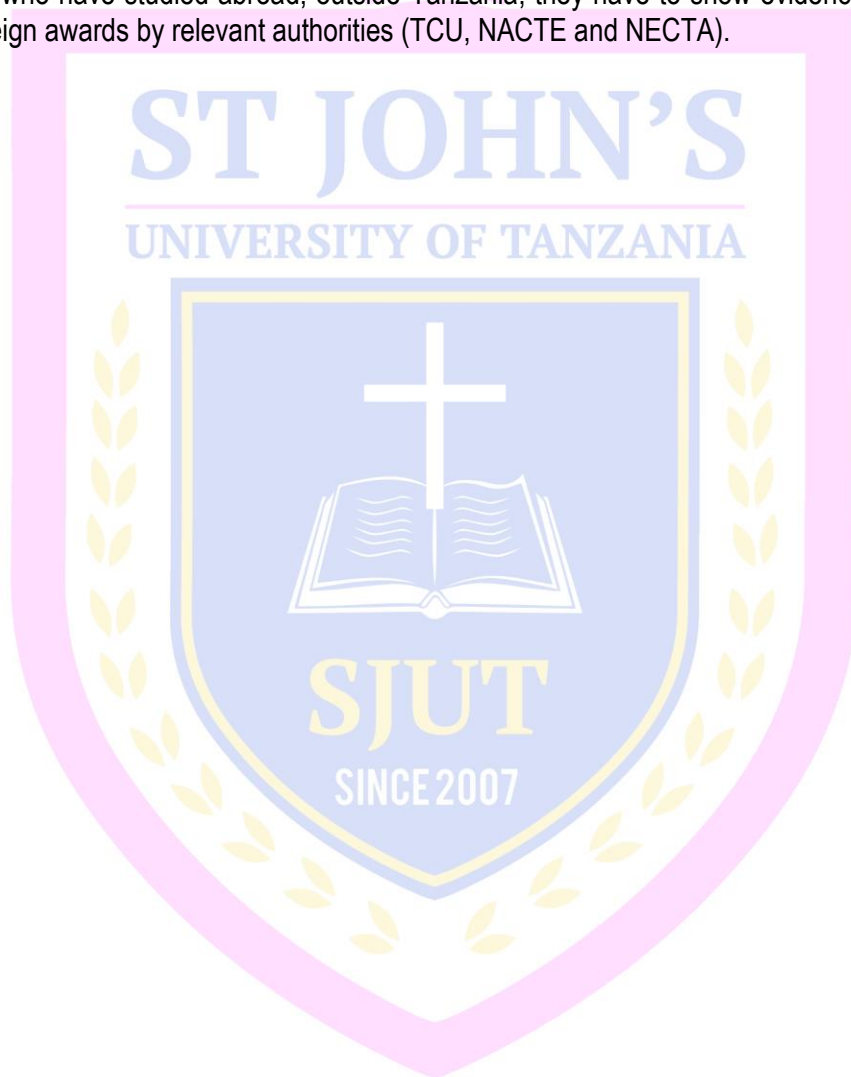
**Mode of Application:** Complete application package that consists of application letter supported with detailed Curriculum Vitae (CV), certified relevant copies of certificates i.e. Degree/Diploma certificates, testimonials, academic transcripts plus secondary school certificates and their contact details should be submitted not later than **14<sup>th</sup> May, 2021** 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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