



TO LEARN TO SERVE

ST JOHN'S UNIVERSITY OF TANZANIA

EMPLOYMENT OPPORTUNITY

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:

FACULTY OF COMMERCE AND BUSINESS STUDIES (FOCB)

Job Title: ASSISTANT LECTURER (1 Post) Re-advertised

- (a) **Reports to:** Dean, Faculty of Commerce and Business Studies (FOCB)
- (b) **Duty Station:** SJUT Chief Mazengo Campus – Dodoma
- (c) **Job Summary:** With guidance of senior staff conduct teaching, research and public services as consultancy.
- (d) **Qualifications:** (i) Holder of a Master of Science or Master of Business Administration specialization in Finance, Accounting, or Accounting and Finance. A Bachelor degree in Accounting and Finance (BAF), or Bachelor of Business Administration specialization in Accounting. 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 three (3) years working experience in tertiary education institutions.
- (f) **Main Duties and Responsibilities:**
 The Assistant Lecturer shall be responsible to the Dean, Faculty of Commerce and Business Studies (FOCB) for efficiently and effectively preparing and delivering own teaching materials, applying problem solving and innovating skills, and recognizing those having difficulties, intervening and providing help and support. He/she shall specifically be responsible for teaching Cost Accounting and Financial Reporting. Other duties include:
- (i) Conduct lectures; prepare case studies; assist in tutorials/seminars in undergraduate (not Master or PhD) and other courses.
 - (ii) Work in cooperation with senior faculty members on specific projects such as research and consultancy.

- (iii) Understudy senior academic staff to supervise special projects, conduct, publish and disseminate research results.
- (iv) Participate in training, research and consultancy.
- (v) Marks and grade examinations and tests.
- (vi) Supervise students during seminars, examinations, tests, practical, field work and tutorials.
- (vii) Participate in writing of Teaching Manuals.
- (viii) Participate in curriculum development.
- (ix) Invigilate students during examinations.
- (x) Attend workshops, conferences and symposia.
- (xi) Attend faculty development training.
- (xii) Promote excellence in all service programmes of the department.
- (xiii) Perform any other duties that may be assigned by a competent authority.

(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.

DIRECTORATE OF HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION

Job Title: HUMAN RESOURCES OFFICER II (1 Post) Re-advertised

(a) Reports to: Director of Human Resource Management and Administration

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

(c) Job Summary: The Human Resource Officer (HR Analyst) will collect, compile, and analyze HR data, metrics, and statistics, and apply these data to make recommendations related to recruitment, training and development, performance appraisal, retention, key HR templates and legal compliance.

(d) Qualification: Holder of a Bachelor's Degree in Human Resource Management, Public Administration and Management, Business Administration, Social sciences or equivalent.

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

(f) Required Skills and Abilities

- (i) Excellent verbal and written communication skills;
- (ii) Strong analytical and problem-solving skills;
- (iii) Thorough understanding of local laws involving employment, HR, and HR policies;
- (iv) Proficient with Microsoft Office Suite or related software; and
- (v) Proficient with or the ability to quickly learn the organization's HRIS, payroll, and similar employee management software.

(g) Main Duties and Responsibilities:

The Human Resources Officer II shall specifically be responsible, for:

- (i) Collecting and compiles HR metrics and data from a variety of sources including the human resource information system (HRIS) and payroll outputs, management and employee surveys, exit interviews, employment records, government labor statistics, competitors' practices, and other sources;
- (ii) Analyzing data and statistics for trends and patterns with attention to recruitment, hiring practices, motivation, turnover, and compliance with employment laws and regulations;
- (iii) Preparing reports of data results, presenting and explaining findings to senior leadership;
- (iv) Ensuring compliance with data privacy regulations and best practices; and

(v) Performing any other duties and responsibilities as may be assigned by one's reporting officer.

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

(i) Tenure: Fixed term contract of four (4) years, renewable.

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, 24th March, 2023** at 04:00 p.m. to:

Vice Chancellor,

St John's University of Tanzania

1 St John Road, 41111 Kikuyu North | P.O Box 47, Dodoma, Tanzania.

Tel: 0677-086 095 **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).
- (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