



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:

SCHOOL OF NURSING (SONU)	
Job Title	: ASSISTANT LECTURER (1 Post) Re-advertised
Reports to	: Dean, School of Nursing (SoNU)
Duty Station	: SJUT Chief Mazengo Campus – Dodoma
Job Summary	: With guidance of senior staff conduct teaching, research and public services such as consultancy.
Qualifications	: 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
Main Duties and Responsibilities	: The Assistant Lecturer shall be responsible to the Dean, School of Nursing (SONU) for the efficient and effective preparing and delivering own teaching materials, problem solving and innovating skills, and recognizing those having difficulties, intervene and provide help and support. He/she shall specifically be responsible, for: <ol style="list-style-type: none"> (i) Conducting lectures; preparing case studies; assisting in tutorials/seminars in undergraduate (not Master or PhD) and other courses; (ii) Working in cooperation with senior faculty members on specific projects such as research and consultancy; (iii) Understudying senior academic staff to supervise special projects, conduct, publish and disseminate research results; (iv) Participating in training, research and consultancy; (v) Marking and grading examinations and tests;

	<ul style="list-style-type: none"> (vi) Supervising students during seminars, examinations, tests, practical, field work and tutorials; (vii) Participating in writing of teaching manuals; (viii) Participating in curriculum development; (ix) Invigilating students during examinations; (x) Attending workshops, conferences and symposia; (xi) Attending faculty development training; (xii) Promoting excellence in all service programmes of the department; and (xiii) Performing any other duties that may be assigned by a 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.

FACULTY OF COMMERCE AND BUSINESS STUDIES (FoCB)	
Job Title	: ASSISTANT LECTURER (1 Post) Re-advertised
Reports to	: Dean, Faculty of Commerce and Business Studies (FoCB)
Duty Station	: SJUT Chief Mazengo Campus – Dodoma
Job Summary	: With guidance of senior staff conduct teaching, research and public services such as consultancy.
Qualifications	: Holder of a Master of Science in Mathematics, or Statistics. A Bachelor of Science in Mathematics, or Statistics. Bachelor of Mathematics and Statistics. 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. To teach business mathematics, statistics or business-related subjects.
Main Duties and Responsibilities	: The Assistant Lecturer shall be responsible to the Head, Department of Business and Administrative Studies, of Faculty of Commerce and Business Studies (FoCB) for the efficient and effective preparing and delivering own teaching materials, problem solving and innovating skills, and recognizing those having difficulties, intervene and provide help and support. He/she shall specifically be responsible, for: <ul style="list-style-type: none"> (i) Conducting lectures; preparing case studies; assisting in tutorials/seminars in undergraduate (not Master or PhD) and other courses; (ii) Working in cooperation with senior faculty members on specific projects such as research and consultancy; (iii) Understudying senior academic staff to supervise special projects, conduct, publish and disseminate research results; (iv) Participating in training, research and consultancy; (v) Marking and grading examinations and tests; (vi) Supervising students during seminars, examinations, tests, practical, field work and tutorials; (vii) Participating in writing of teaching manuals; (viii) Participating in curriculum development; (ix) Invigilating students during examinations; (x) Attending workshops, conferences and symposia;

	(xi) Attending faculty development training; (xii) Promoting excellence in all service programmes of the department; and (xiii) Performing any other duties that may be assigned by a 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.

LEGAL UNIT	
Job Title	: LEGAL OFFICER II (1 Post)
Reports to	: Corporate Counsel and Secretary to Council
Duty Station	: SJUT Chief Mazengo Campus – Dodoma
Job Summary	: The purpose of the post is to assist the Corporate Counsel and Secretary to Council in the performance of duties pertaining to providing legal advices and other duties concerning legal affairs.
Qualifications	: Must be a holder of Bachelor Degree in Law (LLB) from recognized institution who has attended Law School of Tanzania or undergone one-year internship recognized by Attorney General.
Main Duties and Responsibilities	: The Legal Officer II shall be responsible to the Corporate Counsel and Secretary to Council for efficiently and effectively providing professional legal opinions and advice. He/she shall specifically be responsible for duties including: (i) Taking charge of documents and correspondence of already assigned cases; (ii) Dealing with all legal routine correspondence addressed to the University, drafts prescribed legal documents and forms; (iii) Compiling evidence relevant for court cases involving the University; (iv) Attending to registration of all legal documents; (v) Filing and appearing for proceedings in courts; and (vi) Performing any other duties that may be assigned by a 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 November, 2024** 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.



TO LEARN TO SERVE