



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.

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

FACULTY OF NATURAL AND APPLIED SCIENCES (FaNAS)	
Job Title	: ASSISTANT LECTURER (Mathematics) (1 Post) – Re-advertised
Reports to	: Dean, Faculty of Natural and Applied Sciences (FaNAS)
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. A Bachelor of Science with Education specialization in Mathematics OR Bachelor of Science in Mathematics OR Bachelor of Science in 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.
Main Duties and Responsibilities	: The Assistant Lecturer shall be responsible to the Dean, Faculty of Natural and Applied Sciences (FaNAS) 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;

	<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.

SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES (SOPH)	
Job Title	: LECTURERS (Pharmacy) (2 Posts)
Reports to	: Dean, School of Pharmacy and Pharmaceutical Sciences (SoPH)
Duty Station	: SJUT Chief Mazengo Campus – Dodoma
Job Summary	: Conduct teaching, research and public services such as consultancy.
Qualifications	: 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.
Experience	: Working experience in tertiary education institutions, will be an added advantage.
Main Duties and Responsibilities	: The Lecturer shall be responsible to the Dean, School of Pharmacy and Pharmaceutical Sciences (SoPH) 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 Pharmacognosy and Pharmacotherapy, and related courses. Other duties include: <ul style="list-style-type: none"> (i) Developing curriculum and participating in its implementation; (ii) Carrying out lectures, conduct tutorials, seminars and practicals for undergraduate students; (iii) Conducting lectures and seminars for graduate students; (iv) Assessing undergraduate and graduate students' coursework; (v) Invigilating students during examinations; (vi) Setting and marking assignments, tests and examinations and submitting results on time; (vii) Preparing manuals and case studies for training; (viii) Participating in research projects, including multi-disciplinary research projects; (ix) Providing close supervision and guidance to undergraduate and graduate students;

	<ul style="list-style-type: none"> (x) Participating in developing and managing various university activities; (xi) Participating in writing research grant applications; (xii) Participating in research, and publishing/dissemination of results; (xiii) Participating in consultancy; (xiv) Attending/organizing workshops, conferences and symposia; (xv) Participating in, and facilitating continuing professional education and research seminars and faculty development activities to improve teaching and research skills; (xvi) Supervising case presentation and participate in training other staff; and (xvii) Performing any other duties that may be assigned by 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.
Job Title	: ASSISTANT LECTURER (1 Post)
Reports to	: Dean, School of Pharmacy and Pharmaceutical Sciences (SoPH)
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 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.
Main Duties and Responsibilities	<p>: The Assistant Lecturer shall be responsible to the Dean, School of Pharmacy and Pharmaceutical Sciences (SoPH) 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 teaching Pharmacognosy, Pharmacology, Pharmacotherapy, Pharmaceutics and related courses. Other duties include:</p> <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.
Job Title : PHARMACEUTICAL TECHNICIAN (1 Post)		
Reports to	:	Dean, School of Pharmacy and Pharmaceutical Sciences (SOPH)
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 Diploma in Pharmaceutical Sciences. Must have a GPA of 3.0 or above. Being registered with Pharmacy Council will be an added advantage.
Main Duties and Responsibilities	:	The Pharmaceutical Technician shall be responsible to the Dean, School of Pharmacy and Pharmaceutical Sciences (SOPH) for the efficient and effective preparing and delivering practical 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 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.

DIRECTORATE OF LIBRARY SERVICES AND INFORMATION MANAGEMENT (DLIM)		
Job Title	:	SENIOR LIBRARY OFFICER II (1 Post) – Re-advertised
Reports to	:	Director of Library Services and Information Management
Duty Station	:	SJUT Chief Mazengo Campus – Dodoma
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.
Qualifications	:	Holder of Master's degree in Library and Information Studies or Digital Library Learning from a recognized Institution. Must have a minimum GPA of 3.0 in a 5-point scale in undergraduate degree and a minimum GPA of 3.5 on a 5-point scale for a Master's degree or equivalent.
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.
Main Duties and Responsibilities	:	The Senior 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: (i) Supervising junior library staff in a given section; (ii) Supervising the shelving of books and periodicals; (iii) Identifying library users' book requirements; (iv) Compiling and analyzing statistical data; (v) Undertaking library project work; (vi) Teaching computer use to junior library staff and users; and (vii) Performing any other duties and responsibilities as may be assigned from time to time by 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 **Monday, 30th December, 2024** 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 **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.

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