



ST JOHN'S UNIVERSITY OF TANZANIA

EMPLOYMENT OPPORTUNITIES

St. John's University of Tanzania (SJUT) is owned by the Anglican Church of Tanzania (ACT). The Mazengo campus is located in Kikuyu area in Dodoma, about 3.5km southwest of the town centre. The University has centres: St Mark's Centre at Buguruni Malapa in Dar es Salaam, Kigoma/Ujiji Centre and DCT Msalato Centre along the Dodoma-Arusha highway about 8km from town and one site within Dodoma Town.

St John's University of Tanzania is committed to a culture of quality, excellence and absolute integrity in the context of Biblical values.

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

1. Job Title: OFFICE MANAGEMENT SECRETARY I (OMS) – (1 Post)

-
- (a) **Reports to:** Director of Human Resource Management and Administration (DHRMA)
- (b) **Duty Station:** SJUT Main Campus, Chief Mazengo Campus – Dodoma
- (c) **Job Summary:** Assisting the relevant offices of the University in the duties pertaining to office management and secretarial duties.
- (d) **Qualification:** Holder of a Form IV at least with two credits one must be in English or Form VI at least with one principal pass and candidates who have successfully completed Secretarial Course and passed Secretarial Examination Stage II i.e. passed Shorthand in English 80 words per minute, Typing 100/120 w.p.m, Manuscript Stage II, Tabulation Stage III, Office Procedure Stage II and Secretarial Duties Stage II and have Advanced Computer Course from a recognized institution with relevant working experience of at least three years in a similar position.
- (e) **Experience:** With a minimum of three (3) years working experience in a high profile office.
- (f) **Main Duties and Responsibilities:**
The Office Management Secretary I shall specifically be responsible, for:
- (i) Type all general correspondence and non-confidential matters;
 - (ii) To perform secretarial duties including typing photocopying (correspondence minutes reports circulars, bulleting, certificates);
 - (iii) Take proper care of all machines under his charge;
 - (iv) Perform all filling tasks ensure all office duties are covered and all official cleanness materials are available;
 - (v) File copies of typed letters in relevant files;
 - (vi) Receive and direct visitors; undertaking receptionist duties;
 - (vii) Attend telephone calls and take messages; undertaking receptionist duties;
 - (viii) Provide assistance to top executives of the University;
 - (ix) Undertake routine correspondence with prior approval of one's reporting officer;
 - (x) Deal with confidential matters in the office of the executives;
 - (xi) Arrange meetings and appointment schedules for the senior executives; and
 - (xii) Perform any other duties as may be assigned by one's reporting officer.
- (g) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service
- (h) **Tenure:** Local permanent contract and pensionable.
-

Mode of Application: Complete application package that consists of Application Letter supported with detailed Curriculum Vitae (CV), relevant copies of Certificates i.e. Degree/Diploma Certificates /Testimonials, Academic Transcripts plus Secondary School Certificates and their contact details should be submitted no later than: **20th October, 2017** 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