



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 positions:

1. Job Title: DIRECTOR OF HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (DHRMA)

- (a) **Reports to:** Deputy Vice Chancellor (Planning, Finance and Administration).
- (b) **Job Summary:** The purpose of the post is to assist the Deputy Vice Chancellor (Planning, Finance and Administration) in the performance of duties pertaining to human resource management and administration according to University procedures and policies.
- (c) **Skills and Abilities:** A qualified candidate for this position shall possess the following skills and abilities:
- (i) Ability to develop a vision, mission and direction for the University in human resource management and administration;
 - (ii) Ability to interpret and promote the University's human resource functions and objectives;
 - (iii) Ability to stimulate and encourage new ideas and developments through motivation and support for staff and students;
 - (iv) Skills in strategic management, communication, interpersonal, public relations and negotiations;
 - (v) Ability to influence, persuade and build coalitions and networks; and
 - (vi) Ability to serve effectively in a Church owned Institution of higher learning.
- (d) **Qualification:** Holder of a Master's degree in Public Administration, Management, and Human Resource Management from a recognized institution. Must have a minimum GPA of 3.5 in a 5-point scale in undergraduate degree and a minimum GPA of 3.0 on a 5-point scale for a Master's degree or equivalent
- (e) **Experience:** At least with a minimum of six (6) years of relevant work experience of which four (4) years must be at senior managerial level.

(f) Main Duties and Responsibilities:

Director of Human Resource Management and Administration (DHRMA) shall be the chief advisor of, and responsible to the Deputy Vice Chancellor (Planning, Finance and Administration) for the efficient and effective developing and managing the human capital, as well general administration of the University. He/she shall specifically be responsible for the following:

- (i) Heads the Directorate of Human Resource Management and Administration for all administrative and human resource activities of the University;
- (ii) Organizes and directs, staffing, compensation, staff development and staff relation's services in accordance with the approved policies;
- (iii) Develops, recommends and advices top management on plans, administrative laws, policies and procedures;
- (iv) Develops and implements programmes and methods to document the University's administrative and human resource policies and informs employees accordingly;
- (v) Provides advisory service to senior officers at the university on all matters relating to human resource and administrative policies, systems and human resource problems; and
- (vi) Performs any other duties and responsibilities as assigned by the Deputy Vice Chancellor (Planning, Finance and Administration) or competent authority.

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

(h) **Tenure:** Four (4) years renewable once on satisfactory performance.

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: **27th 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

