



# 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 at Kikuyu area in Dodoma Municipality, about 3.5km southwest of the town centre along the Mtera-Iringa highway. 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: LIBRARY OFFICER II – (1 Post)**

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- (a) **Reports to:** Director of Library Services and Information Management
- (b) **Duty Station:** SJUT Chief Mazengo Campus – Dodoma
- (c) **Job Summary:** The purpose of the post is to assist the Director in the performance of duties pertaining to administration of library services and information management.
- (d) **Qualification:** Holder of degree in Library Science, Librarianship and Information Studies or Digital Library learning from a recognized Institution.
- (e) **Experience:** With a minimum of three (3) years working experience. Experience working in a tertiary education institution will be an added advantage.
- (f) **Main Duties and Responsibilities:**  
The Library Officer II shall specifically be responsible, for:
- (i) General supervision of junior library assistants;
  - (ii) Supervises in shelving books and periodicals;
  - (iii) Compile statistical data;
  - (iv) Deals with queries of library matters from readers;
  - (v) Teaches computer use to the other library staff and users; and
  - (vi) Performs any duties as may be assigned by a competent authority
- (g) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service
- (h) **Tenure:** Local permanent contract and pensionable.
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**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: **04<sup>th</sup> September, 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](mailto:admin@sjut.ac.tz) OR [hr@sjut.ac.tz](mailto:hr@sjut.ac.tz) Website: [www.sjut.ac.tz](http://www.sjut.ac.tz)