



ST JOHN'S UNIVERSITY OF TANZANIA

EMPLOYMENT OPPORTUNITY

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. 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 a suitable individual to provide effective leadership and contribute to the realization of the aspirations of the University. SJUT is owned by the Anglican Church of Tanzania (ACT). For further information visit www.sjut.ac.tz.

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

1. Job Title: DEPUTY VICE CHANCELLOR – ACADEMIC (DVCA)

- (a) **Reports to:** Vice Chancellor
- (b) **Job Summary:** Chief advisor to the Vice Chancellor on matters pertaining to Academics, Research and Consultancy in the University. He/she shall provide strategic direction of Training, Research and Consultancy functions of the University so as to achieve organizational goals.
- (c) **Qualification:** Holder of an earned Doctorate degree, preferably a PhD, in a field relevant to the University. Must be a Full Professor, Associate Professor or Senior Lecturer with a minimum of eight (8) years working experience in tertiary education institutions at senior managerial level. Computer application skills are added advantage.

Women are particularly encouraged to apply.

(d) Main Duties and Responsibilities:

The Deputy Vice Chancellor for Academic shall be the chief advisor of, and responsible to the Vice Chancellor for the efficient and effective management of academic programmes, research and consultancy activities within the University. He/she is further responsible for ensuring that the highest standards possible are maintained for admissions, examinations and awards standards. Specifically, he/she:

- (i) **Provides overall academic administration** by ensuring the development, effective implementation and on-going review of academic policies, plans and academic programmes of the University in line with its vision, mission and objectives.
- (ii) **Provides overall management of academic processes** to ensure consistent quality and competitive standards in all of the University's academic programmes, including development and approval of new academic and research programmes, student assessment processes, student recruitment and selection, and appointment of external examiners.
- (iii) **Provides overall management of the Academic Division** of the University, supervising Deans and Directors and other senior officers in the Division, to ensure effective execution of their respective roles and timely performing annual performance appraisals for all of them.
- (iv) **Provides overall leadership in the promotion** of a vibrant scholarly culture and oversees the coordination of all research and consultancy activities of the University as well as the allocation of opportunities and resources for research and the effective dissemination of research findings.
- (v) **Provides strategic leadership by serving as a key link-person** between the University, Government and the national and international community, with a view to ensure that the University gets priority consideration in the allocation of resources for research and participation in consultancy activities.
- (vi) **Serves in the Top Management of the University** and serves as the second in the chain of command, after the Vice Chancellor.

(e) **Salary Scale:** Salary of the academic rank plus duty post allowance according to SJUT Scheme of Service

(f) **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: **16th June, 2017** to:

Chairperson of the Search Committee,
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 vc@sjut.ac.tz Website: www.sjut.ac.tz