



TO LEARN TO SERVE

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, 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 COMMERCE AND BUSINESS STUDIES (FOCB)

Job Title: ASSISTANT LECTURER (4 Posts)

- (a) **Reports to:** Dean, Faculty of Commerce and Business Studies (FOCB)
 (b) **Duty Station:** SJUT Chief Mazengo Campus – Dodoma
 (c) **Job Summary:** With guidance of senior staff conduct teaching, research and public services as consultancy.

Assistant Lecturer (Accounting/Finance) – 2 Posts

- (d) **Qualifications:** (i) Holder of a Master of Science or Master of Business Administration specialization in Finance, Accounting, or Accounting and Finance. A Bachelor degree in Accounting and Finance (BAF), or Bachelor of Business Administration specialization in Accounting. 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. Possessing of professional qualification level of CPA(T) will be an added advantage.

Assistant Lecturer (Procurement and Supply Management) – 1 Post

- (ii) Holder of a Master of Science or Master of Business Administration specialization in Procurement and Supply Management. A Bachelor of Business Administration specialization in Procurement and Supply Management. 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. Being registered with Procurement and Supplies Professionals and Technician Board (PSPTB) will be an added advantage.

Assistant Lecturer (Statistics/Economics) – 1 Post

(iii) Holder of a Master of Science in Statistics, or Economics. A Bachelor of Economics and Statistics, or Statistics, Bachelor of 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. Economics, Statistics or business related subjects.

(e) Main Duties and Responsibilities:

The Assistant Lecturer shall be responsible to the Dean, Faculty of Commerce and Business Studies (FOCB) 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 Cost Accounting and Financial Reporting. Another will be responsible for teaching Procurement and Supply Chain Management. Other duties include:

- (i) Conduct lectures; prepare case studies; assist in tutorials/seminars in undergraduate (not Master or PhD) and other courses.
- (ii) Work in cooperation with senior faculty members on specific projects such as research and consultancy.
- (iii) Understudy senior academic staff to supervise special projects, conduct, publish and disseminate research results.
- (iv) Participate in training, research and consultancy.
- (v) Marks and grade examinations and tests.
- (vi) Supervise students during seminars, examinations, tests, practical, field work and tutorials.
- (vii) Participate in writing of Teaching Manuals.
- (viii) Participate in curriculum development.
- (ix) Invigilate students during examinations.
- (x) Attend workshops, conferences and symposia.
- (xi) Attend faculty development training.
- (xii) Promote excellence in all service programmes of the department.
- (xiii) Perform any other duties that may be assigned by a competent authority.

(f) Salary Scale: Staff salary rank according to SJUT Scheme of Service

(g) Tenure: Fixed term contract of four (4) years renewable on satisfactory performance.

Job Title: LECTURER (1 Post)

(a) Reports to: Dean, Faculty of Commerce and Business Studies (FOCB)

(b) Duty Station: SJUT Chief Mazengo Campus – Dodoma

(c) Job Summary: Conduct teaching, research and public services as consultancy.

(d) Qualifications: (i) Holder of a PhD in Human Resources Management. A Master of Science or Master of Business Administration specialization in Human Resources Management (HRM). A Bachelor of Business Administration specialization in Human Resources Management (HRM). 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.

(e) Experience: With a minimum of three (3) years working experience in tertiary education institutions.

(f) Main Duties and Responsibilities:

The Lecturer shall be responsible to the Dean, Faculty of Commerce and Business Studies (FOCB) 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 Human Resources Management and related courses. Other duties include:

- (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;
- (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.

(g) Salary Scale: Staff salary rank according to SJUT Scheme of Service

(h) 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, 22nd May, 2023** at 04:00 p.m. to:

Vice Chancellor,

St John's University of Tanzania

1 St John Road, Kikuyu North | P.O Box 47, 41111 Dodoma, Tanzania.

Tel: 0677-086 095 **Fax:** 026-239 0025 **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, they 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.