



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 position:

SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

Job Title: TUTORIAL ASSISTANT (PHARMACEUTICS) (2 Posts)

- (a) **Reports to:** Dean, School of Pharmacy and Pharmaceutical Sciences (SOPH)
- (b) **Duty Station:** SJUT Chief Mazengo Campus – Dodoma
- (c) **Job Summary:** With guidance of senior staff conduct teaching, research and public services as consultancy.
- (d) **Qualification:** Holder of a Bachelor of Pharmacy (BPharm). Must have a GPA of 3.5 or above.
- (e) **Experience:** With a minimum of three (3) years working experience in tertiary education institutions.

(f) **Main Duties and Responsibilities:**

The Tutorial Assistant (Pharmaceutics) shall be responsible to the Dean, School of Pharmacy and Pharmaceutical Sciences (SOPH) 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:

- (i) Understudy senior academic staff including attending lectures, leading seminars, tutorials and practicals where applicable.
- (ii) Study and acquire skills and knowledge in training, research and consultancy.
- (iii) Assists in marking and grading assignments, tests, examinations and invigilation under supervision.
- (iv) Assists in research, consultancy projects and outreach activities.
- (v) Participates in curriculum development.
- (vi) Assists in other service programmes of the department.

- (vii) Performs any other duties that may be assigned by a 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, 31st October, 2022** at 04:00 p.m. to:

Vice Chancellor,

St John's University of Tanzania

1 St John Road, 41111 Kikuyu North Ward | 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

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.



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