



TO LEARN TO SERVE

ST JOHN'S UNIVERSITY OF TANZANIA

EMPLOYMENT OPPORTUNITIES

St John's University of Tanzania (SJUT) is owned by the Anglican Church of Tanzania (ACT). 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 suitable individuals to provide effective management and contribute to the realization of the aspirations of the University. The main campus known as Chief Mazengo is located at Kikuyu area in Dodoma, about 3.5km southwest of the City centre. For further information, please visit our website at www.sjut.ac.tz.

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

LIBRARY SERVICES AND INFORMATION MANAGEMENT (DLIM)

1. **Job Title:** SENIOR LIBRARY OFFICER I (1 Post) – Re-advertised
 - (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 of Library Services and Information Management in the performance of duties pertaining to administration of library services and information management.
 - (d) **Qualification:** Holder of Master's degree in Library and Information Studies or Digital Library Learning from a recognized Institution. 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:** A minimum of six (6) years of relevant work experience in information communication technology, communication skills and managerial skills will be added advantage.
 - (f) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service
 - (g) **Tenure:** Fixed terms contract of four (4) years renewable on satisfactory performance.

SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES (SOPH)

2. **Job Title:** ASSISTANT LECTURERS (8 Posts) – Re-advertised

Assistant Lecturer in Pharmacokinetics (1 Post), Medicinal Chemistry (1 Post), Pharmaceutical Microbiology (1 Post), Pharmacotherapy (1 Post), Pharmaceutical Analysis and Quality Control (1 Post), Pharmaceutical Technology (1 Post), Pharmaceutical Management (1 Post), and Pharmaceutical Services (1 Post)

 - (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 and community engagement.
 - (d) **Qualification:** Holder of a Master degree in Pharmacy or in relevant field. 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) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service
 - (g) **Tenure:** Fixed terms contract of four (4) years renewable on satisfactory performance.

FACULTY OF NATURAL AND APPLIED SCIENCES (FaNAS)

3. Job Title: ASSISTANT LECTURERS – PHYSICS (1 Post) - Re-advertised**Assistant Lecturer in Atomic Physics or Quantum Physics and Electron Magnetism and Electronics or Thermodynamics (1 Post)**

- (a) **Reports to:** Dean, Faculty of Natural and Applied Sciences (FaNAS)
- (b) **Duty Station:** SJUT, Chief Mazengo Campus – Dodoma
- (c) **Job Summary:** With guidance of senior staff conduct teaching, research and public services as consultancy and community engagement.
- (d) **Qualification:** Holder of a Master of Science in Physics. 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) **Salary Scale:** Staff salary rank according to SJUT Scheme of Services
- (g) **Tenure:** Fixed terms contract of four (4) years renewable on satisfactory performance.

SCHOOL OF NURSING (SONU)

4. Job Title: ASSISTANT LECTURERS (4 Posts) – Re-advertised**Assistant Lecturer in Critical Care in Nursing (1 Post), Nursing Education (1 Post), Anatomy (1 Post) and Epidemiology (1 Post)**

- (a) **Reports to:** Dean, School of Nursing (SONU)
- (b) **Duty Station:** SJUT, Chief Mazengo Campus – Dodoma
- (c) **Job Summary:** With guidance of senior staff conduct teaching, research and public services as consultancy and community engagement.
- (d) **Qualification:** Holder of a MSc. in Nursing, MSc in Human Nutrition, MSc in Mental Health or Master of Public Health; with a University degree in Nursing (BSc. Nursing). 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) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service
- (g) **Tenure:** Fixed terms contract of four (4) years renewable on satisfactory performance

FACULTY OF HUMANITIES AND EDUCATION (FAHE)

5. Job Title: LECTURER (1 Post)**Lecturer in Education (1 Post)**

- (a) **Reports to:** Dean, Faculty of Humanities and Education (FAHE)
 - (b) **Duty Station:** SJUT, Chief Mazengo Campus – Dodoma
 - (c) **Job Summary:** Conduct teaching, research and public services as consultancy and community engagement.
 - (d) **Qualification:** Holder of a PhD in Education. A second degree in either Master of Education, Master of Arts in Education, Master of Arts in Applied Social Psychology, Master of Educational Management and Administration, or relevant degree. 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) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service
 - (g) **Tenure:** Fixed terms contract of four (4) years renewable on satisfactory performance.
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6. Job Title: SENIOR LECTURER (1 Post)**Senior Lecturer in Education (1 Post)**

- (a) **Reports to:** Dean, Faculty of Humanities and Education (FAHE)
- (b) **Duty Station:** SJUT, Chief Mazengo Campus – Dodoma
- (c) **Job Summary:** Conduct teaching, research and public services as consultancy and community engagement.
- (d) **Qualification:** Holder of a PhD in Education. A second degree in either Master of Education, Master of Arts in Education, Master of Arts in Applied Social Psychology, Master of Educational Management and Administration, or relevant degree. 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) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service
- (g) **Tenure:** Fixed terms contract of four (4) years renewable on satisfactory performance.

CENTRE FOR INFORMATION AND COMMUNICATION TECHNOLOGY (CICT)

7. Job Title: LECTURER (1 Post) – Re-advertised

- (a) **Reports to:** Director, Centre for Information and Communication Technology (CICT)
- (b) **Duty Station:** SJUT, Chief Mazengo Campus – Dodoma
- (c) **Job Summary:** Conduct teaching, research and public services as consultancy and community engagement.
- (d) **Qualification:** Holder of a PhD in Computer Science, Master's degree in either MSc. in Computer Science, Master of Engineering in Information and Communication Engineering, Master of Science in Computer Science in Software Engineering, Master in IT or relevant degree. 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) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service
- (g) **Tenure:** Fixed terms contract of four (4) years renewable on satisfactory performance.

DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (DHRMA)

8. Job Title: OFFICE MANAGEMENT SECRETARY I (OMS) – (1 Post)

- (a) **Reports to:** Director of Human Resource Management and Administration (DHRMA)
- (b) **Duty Station:** SJUT Chief Mazengo Campus – Dodoma
- (c) **Job Summary:** Assisting the relevant offices of the University in the duties pertaining to office management and secretarial duties.
- (d) **Qualification:** Holder of a Form IV at least with two credits one must be in English or Form VI at least with one principal pass and candidates who have successfully completed Secretarial Course and passed Secretarial Examination Stage II i.e. passed Shorthand in English 80 words per minute, Typing 100/120 w.p.m, Manuscript Stage II, Tabulation Stage III, Office Procedure Stage II and Secretarial Duties Stage II and have Advanced Computer Course from a recognized institution with relevant working experience of at least three years in a similar position.
- (e) **Experience:** With a minimum of three (3) years working experience in a high profile office.
- (f) **Salary Scale:** Staff salary rank according to SJUT Scheme of Service
- (g) **Tenure:** Fixed terms contract of four (4) years renewable on satisfactory performance.

For more details on the employment opportunities at SJUT please visit our website: www.sjut.ac.tz

Mode of Application: Interested applicants must complete application package that consists of a signed Application Letter supported with detailed Curriculum Vitae (CV), relevant certified copies of Certificates i.e. Degree/Diploma Certificates /Testimonials, Academic Transcripts plus Secondary School Certificates and other relevant certificates and licences. Tanzanian applicants who have studied outside Tanzania should have their certificates approved by relevant authorities i.e. Tanzania Commission for Universities (TCU) or National Examination Council of Tanzania (NECTA). Names and complete addresses including emails of at least three (3) reputable referees; and Applicant's reliable contact address, email address and telephone numbers.

Note: Misrepresentation of facts and qualifications during application shall warrant legal consequences.

Closing date: Application letters should reach the undersigned no later than **Monday, 11th November, 2019** at 04:00 p.m.:

Vice Chancellor,

St John's University of Tanzania

P.O Box 47, Dodoma, Tanzania.

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