



Jordan University College
Office of the Deputy Principal, Finance and Administration
Constituent College of St. Augustine University of
Tanzania
Owned and Operated by the Society of Divine Savior
(SDS)
P.O. Box 1878, Morogoro, Tanzania,
Email: dpfa@juco.ac.tz; Website: www.juco.ac.tz



Ref: HR/VA/09/2024

24th September 2024

VACANCIES ANNOUNCEMENT

Jordan University College (JUCo) is one of Tanzania's unique and fast-growing universities. It intends to be a self-sustaining Centre of excellence in higher education. JUCo is looking for highly qualified and competent personnel to fill the following vacancies:

Position: Lecturers/Assistant Lecturers

1. Sociology (1)
2. Information Sciences (1)
3. Linguistics (2)
4. Accountancy (1)
5. Philosophy (1)
6. Theology (Systematic) (1)

Reports to the Head of the Department

Lecturer

Duties and Responsibilities

- Research, Publication, and consultancy.
- Conduct lectures, seminars, marking tests, assignments, and examinations and submit results timely.
- Guiding the junior staff in matters of an academic and professional nature, in addition to duties as enumerated for the post of lecturer/research fellow.
- Any other duties as may be assigned to him/her by his/her supervisor

Qualifications

The lecturer must be a Ph.D. holder with consistent Master's and Bachelor's degrees in the relevant field with a minimum GPA of 4.0 and 3.5 respectively from a recognized institution.

Assistant Lecturer

Duties and Responsibilities

- Research, Publication, and consultancy.
- Conducting class lectures with the guidance of senior staff, tutorial seminars
- Preparing teaching aids and materials e.g., models and case studies
- Organizing and participating in departmental, college, and public seminars as directed by the department.
- Guiding and supervising students' projects and research tasks
- To be answerable to the head of the respective department/unit
- Any other duties as may be assigned to him/her by his/her reporting officer

Qualification

An Assistant Lecturer must have a consistent Master's and Bachelor's degree in the relevant field with a minimum GPA of 4.0 and 3.5 respectively from a recognized institution.

Position: Admission Officer (1)

Duties and Responsibilities

- Receiving and verifying applicants' particulars.
- Sorting out applications according to study programs.
- Data entries ready for submission to superior.
- Sorting out forms for successful applicants for processing admission letters.
- Opening students' files ready for registration.
- Keeping student's admission records.
- Supervising junior staff.
- Performing any other duties as directed by your supervisor.

Qualifications: A Holder of a Master's degree in social sciences from a recognized institution with at least three years of working experience.

Position: Administrative Officer (2)**Responsibilities:**

- Deals with general office administration under minimum supervision in one of the sections within human resources and administrative functions.
- Undertaking all general duties to vie the incumbent basic orientation within the University at the Junior Management level.
- Organizes, supervises, and manages the operations of the college unit, e.g. a faculty, etc.
- Assisting in planning, organizing, directing, coordinating, and budgeting for Human Resources activities.
- Preparing and organizing postgraduate research defense and assisting in collecting and verifying postgraduate thesis/dissertation.
- Preparing long and short-term training programs.
- Supervising junior staff.
- Organizing supervises and manages the operations of the college unit, e.g. a faculty, etc.
- Acting as secretary to designated committees and ensuring implementation of resolutions
- Performing any other duties assigned by one's reporting officer.

Qualifications:

A Holder of a master's Degree in Public Administration, Public Relations, Business Administration, and the related field with at least three years of working experience in a similar position from a recognized institution.

Position: Assistant Librarian (1)

- Performing routine professional and supervisory duties.
- Administering library records, references, etc.
- Undertaking bibliographical services.
- Heading subsections.

- Administering routine ordering and processing of books.
- Assisting the Heads of Sections in ensuring the smooth running of the library and information services as rendered by library assistants.
- Responsible for the safekeeping of tools, machines, and equipment entrusted to his/her custody to facilitate service rendered in the library.
- Performing any other duties assigned by one's reporting officer.

Qualifications

A holder of a Bachelor's degree in library/records/information sciences from a recognized institution with at least two years of experience in a similar position.

Position: Receptionist (1)

- Answers calling signals from subscribers and distant exchanges
- Connects calls within the exchange area and outside and raises appropriate charges where required
- Ensure the office is well organized and that documents and materials are easily accessible.
- Makes booking for international exchange and prepare necessary records and reports to his/her Supervisor
- Performs any other duties as assigned by superior

Qualification

A holder of a diploma in front office Management and at least three years of working experience in a similar position.

Application Instructions:

Send your application consisting of a cover letter in the SUBJECT email, CV in English, copies of Academic Certificates, and transcripts to the following address no later than

13th October 2024. You are encouraged to send your application electronically using the email given.

**Deputy Principal for Finance and Administration,
Jordan University College,
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Cc: hro@juco.ac.tz**

N.B. Only shortlisted candidates will be contacted.