

ST JOHN'S UNIVERSITY OF TANZANIA

EMPLOYMENT OPPORTUNITIES

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 NATURAL AND APPLIED SCIENCES (FaNAS)			
Job Title	W	LABORATORY TECHNICIAN - BIOLOGY (1 Post)	
Reports to	19	Dean, Faculty of Natural and Applied Sciences (FaNAS)	
Duty Station	14	SJUT Chief Mazengo Campus – Dodoma	
Job Summary	2	With guidance of senior staff supervise and administer practical duties for biology students in the science laboratories, plus other duties	
		concerning repair and maintenance of laboratory facilities.	
Qualifications		Holder of an Ordinary Diploma in Laboratory Technology, OR Ordinary Diploma in Laboratory Sciences. Must have a minimum GPA of 3.0 on a 5-point scale.	
Main Duties and	:	The Laboratory Technician (Biology) shall be responsible to the Head	
Responsibilities)	of Department of Biology, of the Faculty of Natural and Applied Sciences (FaNAS) for the efficient and effective preparing and delivering practical support. He/she shall specifically be responsible, for: (i) Carrying out specified tasks connected with laboratory practicals, students' projects, research, consultancy and services under supervision; (ii) Assisting in the repairing and maintenance of laboratory facilities; (iii) Assisting senior staff in relevant fields of laboratory operations; and (iv) Performing any other duties that may be assigned by a competent authority.	
Salary Scale	:	Staff salary rank according to SJUT Scheme of Service.	
Tenure	:	Fixed term contract of four (4) years renewable on satisfactory performance.	

DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (DHRMA)				
Job Title	:	OFFICE MANAGEMENT SECRETARY (1 Post)		
Reports to	:	Director of Human Resource Management and Administration (DHRMA)		
Duty Station	:	SJUT Chief Mazengo Campus – Dodoma		
Job Summary	:	Assisting the executive offices of the University in the duties pertaining to office management and secretarial duties.		
Qualifications	:	Holder of an Ordinary Diploma in Secretarial Studies, and/or passed Secretarial Examinations Stage II i.e. passed Shorthand in English and Hatimkato Kiswahili at 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.		
Experience	:	Working experience in a high-profile office, will be an added advantage.		
Main Duties and Responsibilities				
Salary Scale	:	Staff salary rank according to SJUT Scheme of Service.		
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, 21**st **March, 2025** at 04:00 p.m. to:

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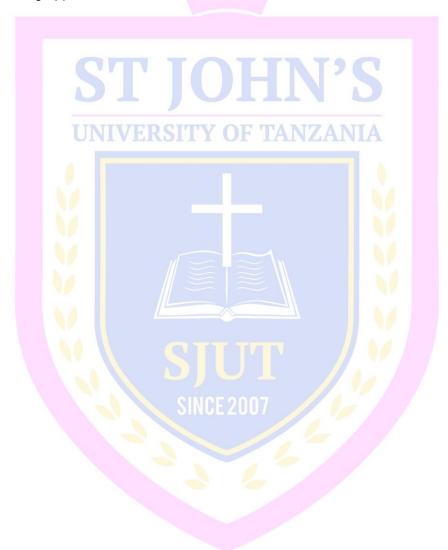
Vice Chancellor, St John's University of Tanzania

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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, 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.



To Learn To Serve