



TO LEARN TO SERVE

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 position:

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	: The Office Management Secretary (OMS) shall specifically be responsible, for: <ul style="list-style-type: none"> (i) Typing all general correspondence and non-confidential matters; (ii) Performing secretarial duties including typing, photocopying (correspondence, minutes, reports, circulars, bulletins, certificates); (iii) Taking proper care of all machines under her charge; (iv) Performing all filing tasks and ensuring all office duties are covered; (v) Filing copies of typed letters in relevant files;

	(vi) Receiving and directing visitors, as well as undertaking receptionist duties; (vii) Attending telephone calls and taking messages; (viii) Providing assistance to top executives of the University; (ix) Undertaking routine correspondence with prior approval of one's reporting officer; (x) Dealing with confidential matters in the office of the executives; (xi) Arranging meetings and appointment schedules for the senior executives; (xii) Making hotel booking for senior executives; and (xiii) 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.

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 **Friday, 13th June, 2025** at 04:00 p.m. to:

Vice Chancellor,
 St John's University of Tanzania
 1 St John Road, 41111 North Kikuyu | P.O Box 47, Dodoma, Tanzania.
Tel: 0677-086 095 **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, have to show evidence of recognition of their foreign awards by relevant authorities (TCU, NACTVET 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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