



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



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27th February 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. Devoted to advancing, refining, disseminating, and applying values and knowledge to understand and transform our world from within and in our context.

JUCo is looking for highly qualified and competent personnel to fill the following vacancies:

Position: Lecturers/Assistant Lecturers (11)

1. Law (1)
2. Sociology (3)
3. Geography (1)
4. Linguistics (1)
5. Procurement (3)
6. Accountancy (2)

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 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

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: Director of Resource Mobilization (1)

Qualifications:

- PhD degree or a master degree in business studies, project management, entrepreneurship, and international development.
- Proficiency in spoken and written English and Swahili language is a must while knowledge of international languages will be an added advantage.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to manage multiple tasks and priorities.
- Minimum experience of three years in resource mobilization.

Reporting to the Principal

Responsibilities:

- Monitoring country-level donor policies, trends, and funding mechanisms for the education sector to facilitate the implementation of a resource mobilization strategy in support of JUCo's activities.
- Planning and establishing viable income-generating projects for JUCo.
- Strategically managing JUCo's income-generating activities to reduce the College's overdependence on school fees progressively.

- Developing JUCo's donor or partner profiles and solicitation strategies while strengthening and maintaining relations with donors to raise funds, identify funding opportunities, and exploit new funding avenues.
- Collaborating closely with the finance department to provide valuable inputs during budgeting and periodic reporting.
- Preparing quarterly reports on all projects executed by the Directorate of Resource Mobilization and submitting them to the College Principal.
- Performing any other duties as assigned by the Principal.

Position: Office Management Secretary (1)

Qualifications

- A Bachelor's Degree in secretarial studies with at least five years experience.
- Proficiency in office software, including Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Excellent written and verbal in both English and Kiswahili languages.
- Strong organizational skills with the ability to manage multiple tasks and priorities.

Reporting to the Deputy Principal Finance and Administration (DPFA) through the supervisor

Duties and Responsibilities

- Provide administrative support to the office manager or senior executives.
- Manage and maintain schedules, appointments, and calendars.
- Draft and proofread business correspondence, reports, and other documents.
- Maintain effective communication within the office and with external contact
- Create, organize, and maintain physical and digital files and records.
- Ensure the office is well-organized and that documents and materials are easily accessible.
- Assist in resolving day-to-day operational issues and provide solutions.
- Perform any other duties as may be assigned by the reporting officer.

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 **8th March 2024**. You are encouraged to send your application electronically through the given email.

**Deputy Principal for Finance and Administration,
Jordan University College,
P. O. Box 1878,
Morogoro-Tanzania
E-mail: dpfa@juco.ac.tz
Cc: hro@juco.ac.tz**

N.B. Only shortlisted candidates will be contacted.