



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/12/2024

10th December 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 ()

1. Law (1)
2. Linguistics (1)
3. Theology (1)
4. Accountancy (1)
5. Philosophy (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: Internal Auditor (1)

Duties and Responsibilities

- Ensure that financial procedures at JUCo comply with the College's standards
- Carrying out both regular and random investigations of accounts both academic and administrative.
- Verifying College income and satisfying oneself that expenditure is properly incurred according to approved policy and budget.
- Evaluating internal controls to ensure that the accounting system provides adequate, timely, and accurate information, and protection against loss through negligence, dishonesty, or otherwise.
- Reporting immediately to the Principal any suspected occurrence of fraud or dishonesty in the financial system.
- Ensuring that inventory of furniture, equipment, and other moveable assets is maintained under University College Policy.
- Providing information and advice to the budget holders to facilitate the most efficient use of the University College's financial resources.
- Building up an effective liaison with the external auditors
- Perform other duties as may be assigned to you by the Principal

Qualifications:

A holder of a Bachelor's Degree in Accountancy with CPA (T), or its equivalent, and who has been registered by NBAA as an Authorized Auditor.

Position: ICT Technician**Responsibilities:**

- Installing, configuring, and maintaining software and hardware components of computers, network systems, and other computer-related devices
- Testing new hardware and software before full-scale installation
- Provide timely, professional, client-level technical support for hardware, software, and other technology-related issues.
- Monitors Computer lab and supports Computer lab users
- Regularly follow up with users and verify that their issues have been resolved and IT needs are being met.
- Install and deploy new equipment, and perform hardware/software upgrades and installations.
- Maintain an accurate ICT inventory database.
- Performs any additional duties as assigned by the supervisor.

Qualifications:

Holder of a Diploma in Information and Communication Technology, Computer Science, Computer Engineering, and any other related field.

Position: Receptionist (1)- Re-advertised

- 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

Holder of a Diploma in the front office or records 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

29th December 2024. You are encouraged to send your application electronically using the email given.

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.

