



Jordan University College

Constituent College of St. Augustine University of Tanzania

(Formerly: *Salvatorian Institute of Philosophy & Theology*)

Owned and operated by the Society of the Divine Saviour (SDS-Salvatorians)

P.O. Box 1878 / Morogoro / Tanzania

4th January 2018

Vacancies Announcement:

1. **Professor (Research Professor)/Lecturer** (Accounting and Finance, Business Administration-Marketing/ Entrepreneurship, Sociology, Psychology, Records, Library & Information studies, Law, (Education-Monitoring & Evaluation, Planning & Administration), Procurement and Supply Chain Management and History)
2. **Assistant Lecturer** (Accounting and Finance, Business Administration-Marketing/ Entrepreneurship, Sociology, Psychology, Records, Library & Information studies, Law, (Education-Monitoring & Evaluation, Planning & Administration), Procurement and Supply Chain Management and History)

General Qualifications: Lecturer you must have PhD in area of specialization, Assistant Lecturer you must have Master's degree in relevant field with minimum average GPA of 4.0 and minimum average GPA of 3.8 at Bachelor's degree

Requirements for Professor / Research Professor

- i. Holder of Doctorate with at least six years of university teaching / research experience and must have been promoted to that rank by a recognized private/public university.

Duties

May Be Appointed For Any Academic Responsibility Including:

- i. As dean or Head of department or programme.
- ii. Coordinating a number of research/consultancy programmes.
- iii. Review methodology, content and quality of academic programmes for the purpose of improving quality of graduates.
- iv. Teach and/or conduct, and publish research findings in journals and books in relevant fields.
- v. Supervise Master's and Doctorate candidates and any other duties as may be assigned to by reporting officer.

Requirements for Lecturer

- i. Holder of PhD in his area of specialization

Duties

- i. Teaching in formal courses and seminars;
- ii. Undertaking individual research and participating in bigger multidisciplinary research projects;
- iii. Preparing manuals, simulations and case studies for training;
- iv. Provide close supervision and guidance to students;
- v. Working on consultancy projects;

- vi. Coaching junior teaching/research staff and
- vii. Any other duties as may be assigned to him/her by his/her reporting officer.

Requirements for Assistant Lecturer: Holder of Master degree in relevant field with minimum GPA of 4.0 and minimum GPA of 3.8 at Bachelor's degree

Duties

- i. With guidance of senior staff conduct lectures, research and consultancy projects, tutorial seminars, marking examinations and preparing case studies and any other duties as may be assigned to him/her by his/her reporting officer.

3. I-CT Officer – Systems Administrator

Job Purpose: The primary responsibility is effective provisioning, installation, configuration, operation, upgrades and maintenance of server systems hardware, software and infrastructure. This individual ensures that system hardware, server operating systems, software systems, Infrastructure and related procedures adhere to JUCO's values.

Duties and Responsibilities

- i. Provision, install, configure, operate, upgrade and maintain assigned server systems hardware, software and infrastructure on MS Windows, Linux and Unix Server platforms.
- ii. Provide appropriate infrastructure technology solution to support JUCO Operations.
- iii. Prepare systematic documentation for monitoring of JUCO Data Centre Infrastructure
- iv. Responsible for System Administration of server virtualization and server infrastructure.
- v. Manages security access to assigned systems, related records, and documents
- vi. Works with ICT Manager to develop and maintain backup procedures and storage strategies.
- vii. Perform backups and disaster recovery operations related to Data Centre.
- viii. Maintains the strict confidentiality records and documents stored in the systems and infrastructure.
- ix. Confers with employees and the project team to provide technical advice and to resolve problems
- x. Prepares reports for system users and management
- xi. Provides after hours on-call coverage 24/7 as part of a rotation system with other members of the System Administration Team.
- xii. Creates and updates procedural and training documents for the assigned systems
- xiii. Contributes to the disaster recovery and business continuity planning process regarding the assigned systems and infrastructure
- xiv. Manage all data centre assets and assure that the data centre inventory, systems diagrams and related documentation, and system component maintenance contracts are properly maintained.
- xv. Assist in management of hardware devices, licensing and all programs on the JUCO Network.
- xvi. Ensure high-availability of data centre products and services.
- xvii. Execute other assignments as you may be assigned from time to time by your superiors.

Qualifications

- i. Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a reputable academic institution.
- ii. Possession of a relevant recognized ICT professional certification will be an added advantage.
- iii. Practical knowledge and skills relevant to the position will be added advantage with at least two (2) years working experience in the relevant field.

4. Job Title: Senior Accountant/ Bursar

Qualifications

Holder of CPA (T), ACCA, CMA or equivalent qualifications plus a master's degree in either Accounting and Finance from a recognized institution with at least 9 years relevant experience of which at least five years must be at a senior managerial position in a reputable firm.

Responsible to: Deputy Principal for Finance & Administration

Personal Attributes: Person of high integrity. Ability to plan, organize and supervise. Self-motivated and ability to work efficiently even under pressure. To have excellent communication skills in both English and Kiswahili with ability to work with a range of stake holders. Ability to deliver accurate and high quality output timely.

Duties:

- i. Advises the University College Management on financial management and fiscal control
- ii. Develops and maintains an up to date transparent MIS on account at all levels
- iii. Directs and supervises the preparation of periodical financial report and ensure that they are submitted to the appropriate authorities on time
- iv. Prepares the University Budget estimates in both recurrent and development expenditure
- v. Ensures sound internal controls are in place
- vi. Participates in preparing financial circulars, revenues and expenditure policies of the university
- vii. Ensures that external and internal financial queries are resolved as per the laid down procedures
- viii. Supervises, appraise and identify staff development and training needs
- ix. Coordinates timely audit of the university financial transactions
- x. Performs any other duties as may be assigned by superior.

Remuneration

- ✓ The University offers an attractive remuneration package, career development opportunities and an excellent working environment.

Application Instructions: Send your application consisting of cover letter indicating the position you are applying for, CV in English and Copies of Academic Certificates through the following address: **Principal Human Resources Officer, JORDAN UNIVERSITY COLLEGE, P. O. BOX 1878 MOROGORO-TANZANIA E-mail: hro@juco.ac.tz. End: 31st January 2018**

- ✓ Only shortlisted candidates will be contacted. This advertisement is also available on our website: www.juco.ac.tz. Commencement of Employment for Successful Candidates is immediately.