



Jordan University College
Constituent College of St. Augustine University of Tanzania
Office of the Deputy Principal, Finance and Administration
Owned and Operated by the Society of Divine Savior (SDS)
P.O. Box 1878, Morogoro, Tanzania,
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01st October 2026

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.

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

Position: Lecturers/Assistant Lecturer

1. Library and Record Management (2)
2. Accountancy (3)
3. Law (1)
4. Business Administration (Procurement & Supply Chain Management) (2)
5. Sociology (1)
6. Community Development (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 on time.
- 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 hold a PhD and have a Master's and Bachelor's degree in the relevant field, with minimum GPAs 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 Bachelor's and Master's degree in the relevant field, with minimum GPAs of 3.5 and 4.0, respectively, from a recognized institution.

Position (1)

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: Assistant Librarian (1)

- Performing routine professional and supervisory duties.
- Administering library records, references, etc.
- Undertaking bibliographical services.
- Heading subsections.
- Administering routine ordering and processing of books.
- Assisting the Heads of Sections in ensuring the smooth running of the library and information services as rendered by library assistants.
- Responsible for the safekeeping of tools, machines, and equipment entrusted to his/her custody to facilitate service rendered in the library.
- Performing any other duties assigned by one's reporting officer.

Qualifications

A holder of a Bachelor's degree in library/records/information sciences from a recognized institution with at least two years of experience in a similar position.

Position: Female Warden Officer II (1)

Reports to the Dean of Students

Duties and Responsibilities

- Undertaking the administration of students' welfare service in the area of accommodation, catering, health, and recreation on campus.
- To assist in investigating students' health-related problems
- Acting as adviser to the Students' Organization on campus.
- Ensuring that college By-Laws and regulations guiding the students' lives in halls of residence are being observed.
- Taking necessary actions where such By-laws and regulations are violated.
- Perform other duties as may be assigned to him by his superior.

Qualifications and Experience

Bachelor's degree in Social Work, Sociology, Psychology & Counselling, and related fields from a recognized institution. At least three years of experience in a similar field will be an added advantage.

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

16th October 2026. You are encouraged to submit your application electronically using the provided email address.

**Deputy Principal for Finance and Administration,
Jordan University College,
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N.B. Only shortlisted candidates will be contacted.