



Ref: 003/HR/18/VA

**Jordan University College**  
Constituent College of St. Augustine University of Tanzania  
(Formerly: *Salvatorian Institute of Philosophy & Theology*)  
Owned and Operated by the Society of Divine Savior (SDS – Salvatorians)  
P.O. Box 1878 / Morogoro / Tanzania  
Morogoro, 22<sup>nd</sup> Aug. 2018

## JORDAN UNIVERSITY COLLEGE VACANCY ANNOUNCEMENT

### 1. Position: Lecturers

**1.1 Specializations:** 1. Education, 2. African Studies

**1.3 Qualifications:** 1. PhD in Education and 2. PhD in African Studies.

**1.4 Duties:** Teaching in formal courses and seminars; Undertaking individual and collaborative research projects and consultancies; Preparing manuals, simulations and case studies for training; Providing close supervision and guidance to students;; Coaching junior teaching/research staff and Performing any other duties as may be assigned to him/her by superiors.

### 2. Position: Internal Auditor

**2.1 Qualifications:** Holder of CPA (T), ACCA, and CMA; Master Degree in Accounting, Finance, or Auditing with at least five years working experience and has been registered with NBAA.

#### 2.2 Responsible To the: Principal

**2.3 Personal Attributes:** Person of high integrity; planning and organizing skills; self-motivated; excellent communication skills in Kiswahili and English; ability to deliver accurate and high quality output timely

**2.4 Duties:** Ensuring that financial procedures throughout JUCo are adhered to; carrying out regular and random investigations of accounts both academic and administrative; verifying JUCo's income from sources to bank and ensuring that expenditure is properly handled; evaluating internal controls to ensure that accounting systems provide adequate, timely and accurate information, protection against loss through negligence, dishonesty or otherwise; recommending to management about checks and changes in the accounting systems and controls and adequacy of security arrangements within the systems used by the Finance Department; reporting any suspected occurrence of dishonesty to the Principal or to his DPFA; developing the institution's annual audit plan; keeping abreast of university policies and procedures, current developments in accounting and auditing professions, and changes in state laws as applicable; and performing any other functions as may be assigned from time to time by the Principal.

### 3. Position: Admission Officer

**3.1 Qualifications:** Holder of Master Degree in Social Sciences from a recognized institution; computer literate, with at least 5 years of relevant working experience. ICT skill is an added advantage.

#### 3.2 Responsible To the Deputy Principal for Academic Affairs.

**3.3 Personal Attributes:** Person of high integrity and selflessness, tolerant to harsh social encounters sometimes caused by applicants from assortment of cultural and behavioral backgrounds.

**3.4 Duties:** Supervising all activities in the admission office, including, receiving, sorting and verifying applicants' particulars according to programmes and forward the same to the relevant authorities; preparing work plan for the Admission Office; attending various meetings, both internal and external related to student admission; managing student records and ensuring that they are up-to-date; taking records of proceedings of the Admission Board; performing any other duty as may be assigned by your superiors.

### 4. Position: Dean of Students

**4.1 Qualifications:** Holder of master degree in educational psychology, social work or guidance from a recognized institution with at least ten years relevant working experience of which at least four years must be at senior managerial position. A PhD in Guidance/Education Psychology/Counseling will be added advantage.

#### 4.2 Responsible to the Deputy Principal for Finances and Administration

**4.3 Personal Attributes:** Person of high integrity, ability to plan and supervise, self-motivated and ability to work efficiently and effectively even under pressure, excellent communication skills in both Kiswahili and English. Ability to deliver accurate and high quality output timely.

**4.4 Duties:** Undertakes the administration of students' welfare services in the areas of accommodation, catering, health and recreation; advises the students' organization on campus; supervises the general elections of the students' government; counsels students; handles students' individual problems; takes necessary action where such By-Laws and regulations are violated; ensures that the university college students' By-Laws and regulations guiding the students' life in halls of residence are being observed; performs any other duties as assigned by superior.

**5. Application Instructions:** Send your application consisting of cover letter, CV in English; copies of academic certificates and transcripts no later than 14<sup>th</sup> September 2018 to

Deputy Principal for Finance and Administration  
Jordan University College  
P. O. Box 1878  
Morogoro-Tanzania

E-mail: [dpfa@juco.ac.tz](mailto:dpfa@juco.ac.tz). Only shortlisted candidates will be contacted. ~~This advertisement is also available on our website: [www.juco.ac.tz](http://www.juco.ac.tz)~~ We encourage you to apply online through the email given above.