



Ref: 004/HR/18/VA

22<sup>nd</sup> Aug. 2018

## **JUCO VACANCIES ANNOUNCEMENT**

### **1. Position: Assistant Accountant II**

**1.1 Qualifications:** Holder of Bachelor Degree in accounts. CPA (T), ACCA, ICMA is an added advantage.

#### **1.2 Reports to the Bursar of the College**

#### **1.3 Duties:**

Preparing and balancing various subsidiary ledgers. Preparing reconciliations for bank transactions, debtors and creditors; summarizing monthly accounting transactions for posting into the general ledger; processing payment and receipts transactions; performing any other duties as may be assigned by superior.

### **2. Position: Assistant Admission Officer**

#### **2.1 Reports to the Admission Officer**

**2.2 Qualifications:** Holder of Bachelor Degree in Social Sciences from a recognized institution or Diploma in social Sciences with at least 8 years working experience in admission office in Higher Learning Institutions.

**2.3 Duties:** Receive and verify applicants particulars; Sort out applications according to study programs; Enter data ready for submission to superior; Sort-out forms for successful applicants for processing admission letters; Open student files' ready for registration; Keep students admission records; Perform any other duties as may be assigned by superior.

### **3. Position: Receptionist**

**3.1 Qualifications:** Diploma/Certificates in secretarial, Office management and any other related courses .excellent communication and customer service skills; 2+ years' work experience in related field

**3.2 Duties:** Providing general administrative and clerical support services; Receiving, sorting and distributing daily deliveries; Receiving and guiding Visitors; answering phone calls; managing mail; monitoring security at the front office; organizing meetings; secretarial supporting service; reception area maintenance.

**4. Application Instructions:** Send your application consisting of cover letter indicating the position you are applying for, CV in English and copies of academic certificates and transcripts through the address below before: 14<sup>th</sup> September 2018.

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. Commencement of employment for Successful Candidates is beginning of October 2018.

**NB:** Students who graduated at Jordan University College and those expecting to graduate in November 2018 are highly encouraged to apply for the positions.