



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)

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15th July 2025

VACANCIES ANNOUNCEMENT

Jordan University College (JUCo) is one of Tanzania's unique and fast-growing university institutions. 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:

1.Position :

Lecturers /Assistant Lecturers

Reports to the Head of the Department.

1. Linguistics (3)
2. Theology (2)
 - Systematic Theology (1)
 - Scripture (1)
3. Religious Studies (1)
4. Law (1)
5. Education (1)
6. Business Studies (Procurement) (1)

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 such as 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.

2.Position: Assistant HRO (1)

Reports to the Human Resources Officer.

Duties and Responsibilities

To assist the HR in achieving office objectives including;

- Organizing & Scheduling meetings related to the HR Office
- Working as a first person in handling employees' service requests and queries related to the Human Resources Office
- Providing Orientation to New Staff Members
- Maintaining an up-to-date register of office files (documents) sent out or received
- In charge of the attendance register
- In charge of sports, games, and other welfare matters required for members of staff
- Providing clerical and administrative support services to the HR Office
- Performing any other duties may be assigned by the supervisor

Qualifications:

Bachelor's degree in Human Resources or Public Administration from a recognized institution. Working experience of at least three years in Human Resources or the Administration areas is required. The candidate should have good communication skills, be Self-motivated, and computer literate in both MS Word & Excel

3. Position: Website Manager (1)

Reports to the Director of Resource Mobilization Responsibilities

- Monitor website performance: troubleshooting and resolving technical issues.
- Design and propose content in collaboration with the advisory team to implement UI/UX improvements
- Support front-end and back-end updates in coordination with developers and content teams.
- Perform regular security checks, software patches, and backups to ensure the website's integrity.
- Analyze website traffic and performance data using tools like Google Analytics.
- Manage domain names, DNS settings, and SSL certificates.
- Assist in the integration of APIs and third-party tools/services.
- Ensure website compliance with accessibility, privacy, and cybersecurity standards.
- Collaborate with the design team to implement UI/UX improvements.
- Provide technical support to internal staff and users as needed.
- Maintain and update the official JUCo website and other internal/external web platforms.
- Collaborate with departments to upload academic content, announcements, admission details, and event information through the advisory team.
- Ensure website uptime, speed, responsiveness, and security across all platforms.
- Support digital systems such as online application portals, learning management systems, and library access platforms.
- Perform regular website backups and implement recovery plans.
- Monitor website analytics and recommend improvements in user experience and content strategy.
- Ensure that JUCo's web content is compliant with accessibility, privacy, and cybersecurity standards
- Performing any other duties assigned by your supervisor.

Qualifications:

Diploma in Computer Science, Information and Communication Technology, with at least three years of experience in website hosting. A bachelor's degree in the relevant field will be an added advantage.

The candidate should have good communication skills, be self-motivated, and knowledgeable in;

- Web technologies, including HTML, CSS, PHP, JavaScript, and PHP frameworks like CodeIgniter and Laravel
- Experience with hosting environments, FTP/SFTP, and basic Linux server administration.
- Familiarity with database management (e.g., MySQL).
- Familiarity with Graphics design (To use different graphics software such as Adobe photoshop).
- Must have ability to take and edit pictures.

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 **10th August 2025**. You are encouraged to send your application electronically using the email given.

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N.B. Only shortlisted candidates will be contacted.