



Jordan University College

Office of the Deputy Principal, Finance and Administration
Constituent College of St. Augustine University of Tanzania
P.O. Box 1878, Morogoro, Tanzania,
Email: dpfa@juco.ac.tz; Website: www.juco.ac.tz



Ref: HR/VA/02/2026

18th February 2026

VACANCIES ANNOUNCEMENT

Jordan University College is one of Tanzania's unique and fastest-growing universities. It intends to be a self-sustaining Centre of excellence in higher education devoted to advancing, refining, disseminating, and applying values and knowledge to understand and transform our world from within and in our context.

Position: Office Management Secretary

Qualifications

- A Bachelor's Degree in secretarial studies with at least three years of experience.
- Proficiency in office software, including Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Excellent written and verbal skills in both English and Kiswahili languages.
- Strong organizational skills with the ability to manage multiple tasks and priorities.

Reporting to the Deputy Principal, Finance and Administration (DPFA) through the supervisor

Duties and Responsibilities

- Provide administrative support to the office manager or senior executives.
- Manage and maintain schedules, appointments, and calendars.
- Draft and proofread business correspondence, reports, and other documents.
- Maintain effective communication within the office and with external contacts
- Create, organize, and maintain physical and digital files and records.
- Ensure the office is well-organised and that documents and materials are easily accessible.
- Assist in resolving day-to-day operational issues and provide solutions.
- Perform any other duties as may be assigned by the reporting officer.

Application Instructions:

- The application should be addressed to the Deputy Principal for Finance and Administration (DPFA)

- Send your application consisting of a cover letter in the **SUBJECT** email, CV in English, and Copies of Academic Certificates, transcripts, and birth certificate through the below postal address or email. The deadline for submission is 08th **March 2026**.

**Deputy Principal for Finance and Administration,
Jordan University College,
P. O. Box 1878,
Morogoro-Tanzania
E-mail: dpfa@juco.ac.tz
Cc: hro@juco.ac.tz**

N.B. Only shortlisted candidates will be contacted.