



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)
P.O. Box 1878, Morogoro, Tanzania,

Email: dpfa@juco.ac.tz; Website: www.juco.ac.tz



Ref: HR/VA/10/2025

October 22nd, 2025

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. Devoted to advancing, refining, disseminating, and applying values and knowledge to understand and transform our world from within and in our context.

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

Position: Lecturers

1. Law (1)
2. Linguistics (1)
3. Philosophy (1)
4. Economics (1)
5. Theology 1 (Canon Law)
6. Education (1)

Department 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 academic and professional nature, in addition to duties as enumerated for the post of lecturer/research fellow;
- 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

Qualifications

A Ph.D. holder with a 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.

Position: Assistant Lecturers

1. Library, Records, and Archive Management (1)
2. Community Development (1)
3. Sociology (2)
4. Law (2)
5. Linguistics (1)
6. Literature (1)
7. Procurement and Supply Chain Management (1)
8. Information and Communication Technology (ICT) 2
9. Psychology and Counselling 1

Reports to the Head of the Department

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

Qualifications

- 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.

Position: Administrative officer (1)

Reports to the assigned supervisor.

Duties and Responsibilities

- Deals with general office administration under minimum supervision in one of the sections within human resources and administrative functions.
- File and archive self-assessment reports, evaluation forms, accreditation documents, and correspondence.
- Maintain accurate and up-to-date records of quality assurance activities, reports, and institutional reviews.

- Assist in the preparation, coordination, and submission of internal and external quality assurance reports (e.g., NACTE/TCU evaluations, audits, and accreditation).Preparing long and short-term training programs.
- Supervising junior staff.
- Acting as secretary to designated committees and ensuring implementation of resolutions
- Performing any other duties assigned by one's reporting officer.

Qualifications:

A Holder of a master's Degree in Public Administration, Public Relations, Business Administration, and the related field with at least three years of working experience in a similar position from a recognized institution.

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 **November 1st, 2025**. You are encouraged to send your application electronically to the email below.

**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 qualified candidates will be shortlisted and contacted for the interview.