



Ref:0310/HR/19/1

7th October 2019

VACANCIES ANNOUNCEMENT

Position: Lecturers

- ICT (1), Accounting & Finance (1)

Reports to the Head of Department

Duties

- Teaching in formal courses and seminars, undertaking individual research and participating in bigger multidisciplinary research projects; preparing manuals, simulations and case studies for training; provide close supervision and guidance to students; working on consultancy projects; coaching junior teaching/research staff and any other duties as may be assigned to him/her by his/her reporting officer.

Requirements:

- Lecturer must have PhD in his/her area of specialization. Master's and Bachelor's degree in the relevant field with minimum GPA of 4.0 and 3.8 respectively

Position: Assistant Lecturers

- Law (1), Accounting & Finance (1), French Language (1)

NOTE: French language teacher, candidates with Bachelors are also invited to apply as tutorial Assistants.

Reports to the Head of Department

Duties

- With guidance of senior staff members conduct lectures, research and consultancy projects, tutorials, seminars, marking tests, assignments, examinations and submitting results of the same timely. Preparing case studies and any other duties as may be assigned to him/her by his/her supervisor

Requirements:

- Assistant Lecturers must have Master's and Bachelor's degree in the relevant field with minimum GPA of 4.0 and 3.8 respectively

Position: Bursar of the College (1)

Reports to the Deputy Principal for Finance & Administration (DPFA)

Duties:

- Advises the University College Management on financial management and fiscal control
- Develops and maintains an up to date transparent MIS on account at all levels
- Directs and supervises the preparation of periodical financial report and ensures that they are submitted to the appropriate authorities on time
- Prepares the University Budget estimates in both recurrent and development expenditure
- Ensures sound internal controls are in place
- Participates in preparing financial circulars, revenues and expenditure policies of the university
- Ensures that external and internal financial queries are resolved as per the laid down procedures
- Supervises, appraises and identifies staff development and training needs
- Coordinates timely audit of the university financial transactions
- Performs any other duties as may be assigned by supervisor.

Requirements:

- Holder of CPA (T) or equivalent qualifications **PLUS** Master's degree in either Accounting OR Finance from a recognized institution with at least 9 years relevant working experience of which at least five years must be at a senior managerial position in a reputable organization. The candidate must be a person of high integrity with ability to plan, organize and supervise. Self-motivated and ability to work efficiently even under pressure. He/she must have excellent communication skills in both English and Kiswahili. Ability to deliver accurate and high quality output timely.

Position: Assistant Accountant II (2)

Reports to the Bursar of the College

Duties:

- Preparing and balancing various subsidiary ledgers;
- Completing bank reconciliations
- Summarizing monthly accounting transactions for posting into the general ledger
- Processing payment and receipts transactions
- Verifying balances in account books and rectifying discrepancies.
- Carrying out regular investigations of accounts
- Verifying JUCo's income from sources to bank and satisfies self that expenditure is properly incurred according to approved policy and efficiently charged to relevant heads;
- Checking that inventory of furniture, equipment, and other moveable assets is maintained accordingly.
- Assisting in audit assignments

Requirements:

- Holder of Bachelor Degree in accounting or Accounting and Finance; CPA (T) OR its equivalent qualifications is a PLUS. Candidates with auditing knowledge are more preferred.

Position: Administrative Officer

Responsible to the Deputy Principal for Finance & Administration (DPFA)

Duties and Responsibilities

- Responsible for the overall status of the DPFA's office
- In charge of general order and cleanliness of the DPFA's office
- Working closely with HR and Bursar's Office in matters of administration and Finance for the DPFA
- Attending meetings presided or attended by the DPFA both internal and external, as a silent observer, but taking notes that are of interest to the DPFA
- Assist the DPFA in preparing various statutory reports.
- Responsible for daily networking both internally and externally;
- Managing arrangements for the copying and dispatch of all documents as may be directed;
- Maintaining office records,
- Ensuring effective transfer of files and records;
- Responsible for managing the confidential data storage for the office, ensuring that confidential documents and personal documentation are kept under secure conditions;
- Performing any other duties as deemed essential for the proper operation of the DPFA's office.

Requirements:

- Candidate must be a holder of Bachelor Degree in either arts or social sciences from a recognized institution with at least three years' experience as office administrator. The candidate must be computer literate in Ms Word & Ms Excel with ability to write in both English and Kiswahili languages. Candidates with knowledge of accounts or finances will have added advantages.

Position: Procurement Officer

Reports to the Principal

Duties & Responsibilities:

- Securing reliable supplies.
- Taking charge of purchasing and related activities including market research and supplies appraisal;
- Receiving and processing all requisitions for purchases
- Scrutinizing all purchases orders prior to forwarding them to the DPFA
- Providing advice on all matters related to purchasing function
- Follow up overdue orders
- Preparing monthly, quarterly, min year and annual stock report
- Preparing draft proposals for policies and procedures pertaining to procurement

- In consultation with the bursar organizing and administering purchasing and supplies unit ensuring that systems of purchases and stock control including movement of stocks between departments are operationally sound;
- Overseeing arrangements for the purchase of equipment and materials (other than furniture) required by the College including their effective use;
- Coordinating purchase and effective management of stores;
- Perform any other duties assigned by one's reporting officer.

Requirements:

- Holder of master's degree in Procurement and Supply Chain Management **PLUS** Procurement Supply Chain Professional (PSCP) Certificate with at least six years working experience of which at least three years in a managerial position.

Position : HR Assistant

Report to HRD

Duties and Responsibilities

Requirements:

- To assist the HR in achieving Office Objectives including;
- Organizing & Scheduling meetings related to HR Office
- Working as first person in handling employees' service requests and queries related to HR Office
- Providing Orientation to New Staff members
- Opening new files and indexes cards
- Maintaining an up-to-date register of office files (documents) sent out or received
- In charge of Open Registry and Confidential Registry
- In charge of attendance Register
- In charge of sport and 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 supervisor

Requirements:

- BA in HRM, Public Administration or Records from a recognized institution. Working experience of at least three years in HR or Administration department is required. The candidate should have good communication skills, Self-motivated and computer literate in both MS Word & Excel.

Application Instructions:

- Send your application consisting of cover letter indicating the position you are applying for in the **SUBJECT** email, CV in English and Copies of Academic Certificates and transcripts through the following address not later than 15th October 2019. You are encouraged to send your application electronically through the given email.

Deputy Principal for Finance and Administration,

Jordan University College,

P. O. BOX 1878,

Morogoro-Tanzania

E-mail: dpfa@juco.ac.tz.

- Only shortlisted candidates will be contacted. This advertisement is also available on JUCo website: www.juco.ac.tz. Commencement of Employment for Successful Candidates is immediately.