

ST. JOSEPH UNIVERSITY IN TANZANIA

VACANCY ANNOUNCEMENT

St. Joseph University in Tanzania (SJUIT) invites applications from suitable, qualified and experienced Tanzanians to apply for the following vacant positions available at the St Joseph College of Health and Allied Sciences, Boko Dovya Campus, Dar es Salaam; and the St. Joseph College of Engineering and Technology, Mbezi Luguruni, Dar es Salaam.

VACANT POSTS AT ST. JOSEPH UNIVERSITY IN TANZANIA, DAR ES SALAAM

1. QUALITY ASSURANCE ASSISTANTS – 2 positions

The St. Joseph University in Tanzania (SJUIT) invites applications from suitable, qualified and experienced Tanzanians to apply for the position of the Quality Assurance Assistant at the St Joseph College of Health and Allied Sciences.

Duties and Responsibilities

- i. Preparing KPI and Monitoring & Evaluation Plan for Quality Assurance
- ii. To develop, manage implement, communicate and monitor quality plan
- iii. Doing in line inspection to check quality
- iv. To keep all necessary document and quality SOP
- v. Monitoring teaching and learning in the classes, labs, clinical rotation
- vi. Record management (e.g. minutes, reports), diary management
- vii. Monitoring and assessing conducts during examination period
- viii. To participate in preparing evaluation tools
- ix. To participate in academic meetings, coordinating internal and external meetings
- x. Assistance with report, presentation preparation
- xi. Promotion of innovation and entrepreneurship amongst staff and students;
- xii. Performance of any other duties as shall be assigned to you by your superiors.
- xiii. Evaluating and documenting progress of the Unit.
- xiv. Overseeing proper planning development and managing budget on Quality Assurance issues.
- xv. Assurance issues.
- xvi. Overseeing programs and policies, which promote quality in teaching and
- xvii. Learning process, research and support systems.
- xviii. Writing proposals for resource mobilization for Quality Assurance Unit.
- xix. Working hand in hand with sub-committees responsible for Quality assurance issues.

Eligibility

- Minimum of a bachelor degree in Monitoring and Evaluation, Business studies/ Management, Social studies Research, Statistics and IT or related field.
- Certificate in a quality assurance is a plus.
- Working Knowledge of tools, methods and concept of quality assurance with excellent data collection and analysis skills.

2. ASSISTANT PLANNING OFFICER II - 1 POSITION

The St. Joseph University in Tanzania (SJUIT) invites applications from suitable, qualified and experienced Tanzanians to apply for the position of the **Assistant Planning Officer II**.

Duties & Responsibilities for Assistant Planning Officer II

- i. Assist in the collecting and analyzing information and data on the goals of the University and how they can be modified and improved as a basis of formulation of plans.
- ii. Assist in innovation approaches to conditioning, maintain, upgrading the surroundings of University / College buildings and estate activities and services.
- iii. Assist in projecting of student's enrolment by field of study by level.
- iv. Assist in estimation of total cost of operating and capital expenditure and estimated revenue by fund source.
- v. Assist in reviewing plans performance annually, while keeping the long term plan perspective
- vi. Assist in dealing with major development projects, particularly those subject to university's quality assessment
- vii. Assist in formulating and implementing of university planning programmes , projects and process
- viii. Assist in supervising and coordinating of the operations of the policy, planning and management division
- ix. Attend meetings of planning and finance committee, and preparing estimates for capital for capital development
- x. Liaise with bursar's office in assistant preparing the current budget
- xi. Assist in compilation of project profiles including source of funding, custodian of agreements with donors and monitors report
- xii. Assist in preparation of University strategies, operational and budget plans and leads the conduct of periodic reviews and strategic assessments

- xiii. Assist in implementation and monitoring feedback, measurements and evaluation system for the implementation of projects and programmes stated in the strategic and operational plans
- xiv. Provides assistant to the university in the establishment and implementation of a risk management process
- xv. Assist in planning, managing and implementation projects as directed including developing project plans, showing key milestones , deadlines and responsibilities
- xvi. Coordinates with other agencies and offices to ensure that universities plan are in line with the thrust and assist in objectives of the national government
- xvii. Assist in preparations of memorandum , office orders, letters, other correspondence and reports for the management
- xviii. To assist in ensuring appropriate plans, policies and resources are in place to respond to those needs including monitoring and evaluation arrangements
- xix. To undertake any other duties that may be required by the planning committee and the university's council

Eligibility

Holder's of Bachelor of Science in Economics, Planning, Project Planning **or** **Statistics** and holder of Master Degree in the relevant fields from a recognized institution or Equivalent with at least two years of working experience in the similar position.

Mode of Application:

Qualified candidates are encouraged to submit their applications accompanied with a recent photograph, certified photocopies of certificates of diploma/degree awards, academic transcripts, curriculum vitae, birth certificate with names of three referees together with their contact addresses and any other relevant documents portraying their competences in the field.

Deadline

Qualified candidates should send their application to the address below on or before 22 May, 2023:
The Deputy Vice Chancellor – Resources, Management and Administration (DVC-RMA)
St. Joseph University in Tanzania
P. O. Box 11007, Dar es Salaam
E-mail: dvc-rma@sjuit.ac.tz

Interviews for short listed applicants will be arranged and the dates will be communicated to them.
The Deputy Vice Chancellor – Resources, Management and Administration (DVC-RMA)
St. Joseph University in Tanzania
P. O. Box 11007, Dar es Salaam
E-mail: dvc-rma@sjuit.ac.tz