



JOSIAH KIBIRA UNIVERSITY COLLEGE OF TUMAINI MAKUMIRA
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P.O.BOX 1023 BUKOBA

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JOB OPPORTUNITY

OPEN SCHOOL COORDINATOR (1 post)

The Josiah Kibira University College (JoKUCo) of Tumaini University Makumira is located in Bukoba Rural District 10 km North of Bukoba Municipality in Kagera Region of the United Republic of Tanzania.

JoKUCo is a Christ-centered University College focusing all its programmes through the guidance of and obedience to the Word of God and by conducting and promoting higher education, learning, research, through scientific fact-finding and inquiries, to all students and staff without discrimination.

JoKUCo intends to establish an Open School at her centre in Bukoba Municipality. The centre will be adjacent to Bugabo House. The Open School will deal with provision of Adult Education to private candidates at all levels; QT, Form Four and A-level.

The college therefore intends to employ an Open School Coordinator

Duties and responsibilities;

- Design training programmes
- To register students
- Coordinate, manage and support the implementation of the programmes
- Correspond with IAE and NECTA on the issues related to students
- Allocate the teaching load to teachers
- Be part of the teaching staff
- Advertize the center and make it popular
- To ensure that there is good discipline to both teachers and students

Qualifications

- Graduate in education from any recognized university
- With great leadership ability and management skills.
- Conversant in IT and computer applications
- Well disciplined and able to listen and to handle all clients with customary care skills.
- Fluent in writing and speaking skills both in Kiswahili and English
- Creative and proactive

- Ability to write programme proposals and capable of pursuit, setting goals and achieving them
- Superb in planning, analytic and problem solving ability
- Team work player but with high capacity of working independently

Mode of remuneration is negotiable

Mode of application;

Cover letter in English attached with Copies of relevant certificates, C.V including three reputable referees

Only shortlisted candidates will hear from us.

Application deadline is **28th February, 2018**

Applications should be sent to

DEPUTY PROVOST FOR ACADEMIC AFFAIRS (DPAA)

JOSIAH KIBIRA UNIVERSITY COLLEGE,

P.O.BOX 1023,

BUKOKA.

Email: *jokuco@jokuco.ac.tz*