



*Education for Building the community*

P.O. Box 11954 MWANZA, TANZANIA, UHURU ROAD, FURAHA PLAZA BUILDING, BANDA STREET

Email: [info@wesleycollegetz.com](mailto:info@wesleycollegetz.com), [www.wesleycollegetz.com](http://www.wesleycollegetz.com) .PHONE NO. +255 653-419-559

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## VACANCY ANNOUNCEMENT

Wesley College is a new educational venture that is being built from the ground up, not looking at traditional education models, but the specific educational needs in Tanzania and what type of higher education institute would have the ability to address those educational needs. Wesley College will use experiential, project-based learning to help prepare students to be job ready professionals.

The College is registered under NACTE (REG NO: **BTP/087**) and the Institute of Adult Education (REG NO: **EAI/OS/0461**).

### JOB DESCRIPTION FOR TUTOR OF BUSINESS ADMINISTRATION RELATED STUDIES

**LOCATION:** Mwanza, Tanzania

**JOB TYPE:** Full Time

**POSITION TITLE:** Tutor

**SUPERVISOR:** H.O.D Business Administration

**DIRECT REPORTS:** H.O.D Business Administration, Deputy principal of Academics.

**JOB SUMMARY:** Following approved curriculum, ensure student's competency in areas of study through instruction and evaluation, and provide reports of the same to head of the department.

#### RESPONSIBILITIES:

- I. To carry out lectures, conduct tutorial seminars and practical and practically for the aside programs.
- II. To prepare mark and compile test, examination and other students' assessments.
- III. To supervise students' activities and invigilate examination.
- IV. To prepare and present case studies, conduct and publish/disseminate research result.
- V. To reorganize students having difficulties, intervene and provide help and support.
- VI. To participate in consultees and community services under supervision and attends chapels, workshop, conferences and symposia.
- VII. To perform any other duties that may be assigned by the relevant authority, department, deputy principals (academics/finance) and the principle provided they may aim at attaining the college vision, mission and goals.

- VIII. Perform all duties and responsibilities with high degree of integrity and adherence to NACTVET
- IX. Utilizing the prepared curriculum to conduct assigned accounting studies.
- X. Prepare lessons plans in advance of the class time to be approved by the deputy principal academics.
- XI. To provide standardized evaluation of student's progress frequently and inform the respective HOD's about the concerns that are noted along the way.
- XII. To deal with research, consultancy, publication and community engagement activities.

#### **MINIMUM REQUIREMENTS**

- I. Holder of at least a Bachelor degree in Business studies majoring in Accounts or Bachelor in commerce or Economics.
- II. 2 years of teaching experience in recognized academic institutions by NACTEVET.

#### **PREFERRED REQUIREMENTS**

- I. Fluent in both Swahili and English Language.
- II. More than two years of teaching experience in recognized academic institutions by NACTEVET.
- III. Experience at an institute of higher learning or training institute.

#### **DEADLINE FOR APPLICATION**

**All Applications must be submitted for short listing before 18<sup>th</sup> September 2022.**

**Applications for the above post must be submitted to the following address: [secretary@wesleycollegegetz.com](mailto:secretary@wesleycollegegetz.com) or Applicants can submit their applications physically to the secretary office at Wesley college.**



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### JOB DESCRIPTION FOR TUTOR OF THEOLOGICAL RELATED STUDIES

**LOCATION:** Mwanza, Tanzania

**JOB TYPE:** Full Time

**POSITION TITLE:** Theology Tutor

**SUPERVISOR:** H.O.D Theology

**JOB SUMMARY:** Follow the vision, mission and values of Wesley College that ensures students competence and growth both inside and outside of the classroom.

#### RESPONSIBILITIES:

- i. Prepare and utilize curriculum and conduct classes in the following areas: theology, Bible, History and ministry.
- ii. Preparing lesson plans which will be approved by the academic office in consultation with the HOD theology
- iii. Frequently provide standardized evaluation of students.
- iv. Attend all departmental meetings and staff meetings of Wesley College when required
- v. Provide counseling to assigned student in the department of theology on matters of calling to ministry, ordination and pastoral work
- vi. Stay current and get involved in the areas of research, consultancy, publication and community engagement activities.
- vii. Participate in the spiritual life of the College through preaching during Wednesday chapel worship, departmental devotions.

viii. Fulfill recruitment activities as assigned and any other duties that the employer may assign you having regard to your skills and experience.

#### **MINIMUM REQUIREMENTS**

- I. Holder of at least a Bachelor degree in Theology or Divinity or Religious studies from a recognized university.
- II. 2 years of teaching experience in recognized academic institutions.

#### **PREFERRED REQUIREMENTS**

- I. Holder of Bachelor degree or Master's degree in Theology or Divinity or Religious studies from a recognized university.
- II. More than two years of teaching experience in recognized academic institutions.
- III. Fluent in both Swahili and English Language.

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