



EMPLOYMENT OPPORTUNITIES

The Catholic University of Health and Allied Sciences (CUHAS), owned by the Tanzania Episcopal Conference (TEC), provides training for over 3,000 students. CUHAS is currently running programmes in Doctor of Philosophy (PhD), Master of Medicine (MMed), Master in Public Health (MPH), Master of Science in Pediatric Nursing (M.Sc.PN), Master of Science in Clinical Microbiology and Molecular Biology (M.Sc. CMMB), Doctor of Medicine (MD), Bachelor of Pharmacy (B.Pharm), Bachelor of Science in Nursing Education (B.Sc.NED), Bachelor of Science in Nursing (B.Sc.N), Bachelor of Medical Laboratory Sciences (BMLS), Bachelor of Science in Medical Imaging and Radiotherapy (B.Sc. MIR), Diploma in Pharmaceutical Sciences (DPS), Diploma in Medical Laboratory Sciences (DMLS) and Diploma in Diagnostic Radiography (DDR). CUHAS is looking for highly qualified and motivated individuals to fill the following positions.

1. WEILL BUGANDO SCHOOL OF MEDICINE

1.1. LECTURERS:

DEPARTMENT OF GENERAL SURGERY	2 POST
DEPARTMENT OF ORTHOPAEDICS AND TRAUMA	1 POST
DEPARTMENT OF ENT	1 POST
DEPARTMENT OF PSYCHIATRY	1 POST
DEPARTMENT OF CRITICAL CARE/ANAESTHESIA	1 POST
DEPARTMENT OF RADIOLOGY	1 POST

i. Qualifications

- A holder of a Master of Medicine (MMed) or equivalent degree with a GPA of 4 and above or with an average of B+ grade from a recognized Institution plus a GPA of 3.5 and above from the undergraduate studies. Must be registered by respective Council/Board.
- Teaching experience of 2 years is an added advantage

ii. General Attributes

- Adherence to professional ethic
- Ability to design set, administer and supervise different assessment items
- Ability to recognize students having difficulties, intervene and provide help and support
- Ability to mark student scripts and course work assessment items and provide feedback
- Computer skills and application
- Ability to prepare and deliver own teaching materials
- Potential to be a good role model and steer students towards dedication to learning, creativity and problem solving
- Possession of sufficient breadth and depth of specialist knowledge in the relevant discipline and of teaching methods and techniques to work within own area
- Ability to carry out independent research and provide feedback and
- Ability to supervise research and other knowledge generating and development activities

iii. Duties and Responsibilities

a. Main purpose of the post

- Effective teaching
- Knowledge advancement through research
- Delivery of quality services; and
- Effective realisation of the institution's mission

b. Key Functions

i. TEACHING

- Deliver face to face teaching including lectures, small group tutorials, seminars and bedside teaching (where appropriate) across a range of backgrounds of students including undergraduates, postgraduates and Interns.
- Participate in the preparation and organization of the undergraduate and postgraduate core teaching and assessment programme including organizing journal clubs.
- Develop online teaching material and other online resources.
- Develop and implement new methods of teaching and innovative teaching methods that encourage student participation and problem solving and a content that reflects changes in research.
- Participate in curricula reform as necessary in the context of an expanding medical knowledge. taking an active part in developing new courses.
- Promote integrated teaching for medical and other students during lectures, tutorials and clinical teaching.
- Take part in the University examinations by preparing and administering exam questions, taking part in viva voce as well as marking exam papers and students' coursework.
- Strive for the holistic development of the student by providing sound knowledge, the highest analytical ability.
- Instilling in the student the concern for ethical and moral values.
- Undertake a pastoral role - acting as academic advisor to students.

ii. RESEARCH

- Conduct high quality research in area of specialization and interest and actively contribute to the institution's research profile.
- Take advantage of locally available research funds to conduct research of national priority.
- Pursue to the extent possible external funding.
- Publish at least one paper a year in high impact professional and scientific journals.
- Develop and maintain a competitive research group in a recognized area of research in health and allied sciences.
- Supervise and guide students as well as junior staff members of the Department in research projects involving health sciences.
- Develop an educational research portfolio in an area relating to local needs and study for a higher degree in medical education.
- Disseminate research findings both nationally and internationally.
- Collaborate with colleagues in other institutions of higher learning in research.

iii. Clinical Service and Teaching

- Participate in the delivery of services in area of specialization.

- Maintain an active registration to practice medicine as regulated by the Medical Council and perform clinical duties.
- Ensure in the course of the clinical training of medical and other students that the students:
 - Master the art of history taking,
 - Master the art of physical examination,
 - Can suggest appropriate investigations,
 - Carry out simple lab tests in a side room setting,
 - Make tentative conclusions and therefore venture a differential diagnosis and possible treatment,
 - Consider the relative costs and benefits of potential actions to the patient and choose the most appropriate one,
 - Communicate their clinical findings in writing effectively and as appropriate for the needs of the audience,
 - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems,
 - Understand the implications of new information for both current and future problem-solving and decision-making,
 - Adjust actions in relation to other findings or actions of others,
 - Manage one's own time and the time of others effectively.
- Provide supervision in case assignment to medical students, residents, AMOs including signing off on charts as necessary.
- Ensure patients under your care are examined properly to obtain information about their physical and mental condition.
- Ensure appropriate diagnostic tests are ordered.
- Assist students and residents in the interpretation of diagnostic tests indicating their deviations from normal.
- Assist in making tentative diagnoses and decisions about management and treatment of patients under your care.
- Ensure record patient medical data, including health history, progress notes and results of physical examination are obtained, compiled and recorded.
- Provide young physicians with assistance during complicated medical procedures.
- Perform therapeutic procedures that are beyond the competence of doctors under your care.
- Instruct and counsel patients about prescribed therapeutic regimens, and procedures to be undertaken.
- Visit and observe patients on hospital rounds updating charts and ordering therapy.
- Acts on all cases referred to your care by other service providers within and outside BMC.
- Assist in internal quality control within the area of specialization.
- Provide quality medical care according to standards established by the BMC and CUHAS committee on quality assurance.
- Be available to participate in providing continuity for hospital in- patient management.
- Conduct and encourage students and junior staff to attend to admission rounds.
- Conduct oneself in a manner that upholds ethical principles befitting of a health provider.

iv. STUDENT AND STAFF ADMINISTRATION

- Participate actively in departmental administrative tasks in areas like student admissions, induction courses, departmental committees and faculty board meetings when called upon to do so.
- Manage and supervise junior staff in the Department and be prepared to take up the role of head of Department when called upon to do so.
- Participate in departmental, professional conferences and seminars, and contribute to these as necessary.
- Establish collaborative links outside the University with industrial, commercial and public organizations and institutions of higher learning.
- Make yourself accessible to students and make sure you are available during office hours; else your whereabouts should be known to peers/Head of Department.
- Make sure you observe University policies and procedures.
- Provide performance appraisal (or confidential) reports timely as may be requested by the department from time to time.
- Assist in identifying internal and external examiners for courses under your care.

2. SCHOOL OF PUBLIC HEALTH, DEPARTMENT OF COMMUNITY MEDICINE

2.1. LECTURER 1 POST

i. Qualifications

- A holder of a Master of Medicine (MMed) Community Medicine or equivalent degree with a GPA of 4 and above or with an average of B+ grade from a recognized Institution plus a GPA of 3.5 and above from the undergraduate studies. Or a holder of PhD with a Masters Degree in Public Health (or its equivalent) with a GPA of 4 and above or with an average of B+ grade from a recognized Institution plus a GPA of 3.5 from undergraduate studies
- Teaching experience of 2 years is an added advantage

ii. General Attributes

- Adherence to professional ethic
- Ability to design set, administer and supervise different assessment items
- Ability to recognize students having difficulties, intervene and provide help and support
- Ability to mark student scripts and course work assessment items and provide feedback
- Computer skills and application
- Ability to prepare and deliver own teaching materials
- Potential to be a good role model and steer students towards dedication to learning, creativity and problem solving
- Possession of sufficient breadth and depth of specialist knowledge in the relevant discipline and of teaching methods and techniques to work within own area
- Ability to carry out independent research and provide feedback and
- Ability to supervise research and other knowledge generating and development activities

iii. Duties and Responsibilities

a. Main purpose of the post

- Effective teaching
- Knowledge advancement through research
- Delivery of quality services; and

- Effective realisation of the institution's mission

b. Key Functions

i. TEACHING

- Deliver face to face teaching including lectures, small group tutorials, seminars and bedside teaching (where appropriate) across a range of backgrounds of students including undergraduates, postgraduates and Interns.
- Participate in the preparation and organization of the undergraduate and postgraduate core teaching and assessment programme including organizing journal clubs.
- Develop online teaching material and other online resources.
- Develop and implement new methods of teaching and innovative teaching methods that encourage student participation and problem solving and a content that reflects changes in research.
- Participate in curricula reform as necessary in the context of an expanding medical knowledge. taking an active part in developing new courses.
- Promote integrated teaching for medical and other students during lectures, tutorials and clinical teaching.
- Take part in the University examinations by preparing and administering exam questions, taking part in viva voce as well as marking exam papers and students' coursework.
- Strive for the holistic development of the student by providing sound knowledge, the highest analytical ability.
- Instilling in the student the concern for ethical and moral values.
- Undertake a pastoral role - acting as academic advisor to students.

ii. RESEARCH

- Conduct high quality research in area of specialization and interest and actively contribute to the institution's research profile.
- Take advantage of locally available research funds to conduct research of national priority.
- Pursue to the extent possible external funding.
- Publish at least one paper a year in high impact professional and scientific journals.
- Develop and maintain a competitive research group in a recognized area of research in health and allied sciences.
- Supervise and guide students as well as junior staff members of the Department in research projects involving health sciences.
- Develop an educational research portfolio in an area relating to local needs and study for a higher degree in medical education.
- Disseminate research findings both nationally and internationally.
- Collaborate with colleagues in other institutions of higher learning in research.

iii. STUDENT AND STAFF ADMINISTRATION

- Participate actively in departmental administrative tasks in areas like student admissions, induction courses, departmental committees and faculty board meetings when called upon to do so.
- Manage and supervise junior staff in the Department and be prepared to take up the role of head of Department when called upon to do so.

- Participate in departmental, professional conferences and seminars, and contribute to these as necessary.
- Establish collaborative links outside the University with industrial, commercial and public organizations and institutions of higher learning.
- Make yourself accessible to students and make sure you are available during office hours; else your whereabouts should be known to peers/Head of Department.
- Make sure you observe University policies and procedures.
- Provide performance appraisal (or confidential) reports timely as may be requested by the department from time to time.
- Assist in identifying internal and external examiners for courses under your care.

2.2. ASSISTANT LECTURER 1 POST

i. Qualifications

- A holder of a Master of Public Health (or its equivalent) with a GPA of 4 and above or with an average of B+ grade from a recognized Institution plus a GPA of 3.5 from undergraduate studies
- Teaching experience of 2 years is an added advantage

ii. DUTIES AND RESPONSIBILITIES

a. Main purpose of the post

- Effective teaching of all assigned courses within one's area of specialization.
- Knowledge advancement through research.
- Delivery of quality services; and
- Effective realisation of the institution's mission

2.3. TUTORIAL ASSISTANT 1 POST

i. Qualifications:

A Holder of a Medicine Doctor Degree (MD) or equivalent degree and score at least B in the relevant subject with a GPA of 3.5 and above. Must be registered by respective Council/board.

ii. Duties and Responsibilities

This is a training position. However, the Tutorial Assistant may be required to perform the following duties:

- Conducting Tutorials for undergraduate students,
- Supervising seminars,
- Teaching Certificates and Diploma Courses,
- Mark non-assessed coursework assignments and provide feedback,
- Deal with student queries about the content and delivery of a module as well as providing advice and ideas to them where necessary,
- Supervise the work of students where appropriate,
- Ensure that the preparation of materials and equipment required during classes is available and where appropriate assist in the assembling and dismantling of laboratory apparatus,
- Work with other demonstrators and tutorial assistants to ensure that practical classes run effectively and according to timetable requirements
- Performing any other duties as may be assigned from time to time.

3. ARCHBISHOP ANTHONY MAYALA SCHOOL OF NURSING

DEPARTMENT OF COMMUNITY, MATERNAL AND CHILD HEALTH 1 POST
DEPARTMENT OF MEDICAL SURGICAL 2 POSTS

3.1. LECTURERS

i. Qualifications:

- A holder of a PhD or equivalent degree with a Master's Degree in Nursing and a GPA of 4 or with an average of B+ grade from a recognized Institution plus a GPA of 3.5 and above from the undergraduate studies. Must be registered by respective Council/Board.
- Teaching experience of 2 years is an added advantage

ii. General Attributes

- Adherence to professional ethic
- Ability to design set, administer and supervise different assessment items
- Ability to recognize students having difficulties, intervene and provide help and support
- Ability to mark student scripts and course work assessment items and provide feedback
- Computer skills and application
- Ability to prepare and deliver own teaching materials
- Potential to be a good role model and steer students towards dedication to learning, creativity and problem solving
- Possession of sufficient breadth and depth of specialist knowledge in the relevant discipline and of teaching methods and techniques to work within own area
- Ability to carry out independent research and provide feedback and
- Ability to supervise research and other knowledge generating and development activities

iii. Duties and Responsibilities

a. Main purpose of the post

- Effective teaching
- Knowledge advancement through research
- Delivery of quality services; and
- Effective realisation of the institution's mission

b. Key Functions

i) TEACHING

- Deliver face to face teaching including lectures, small group tutorials, seminars and bedside teaching (where appropriate) across a range of backgrounds of students including undergraduates, postgraduates and Interns.
- Participate in the preparation and organization of the undergraduate and postgraduate core teaching and assessment programme including organizing journal clubs.
- Develop online teaching material and other online resources.
- Develop and implement new methods of teaching and innovative teaching methods that encourage student participation and problem solving and a content that reflects changes in research.
- Participate in curricula reform as necessary in the context of an expanding medical knowledge. taking an active part in developing new courses.
- Promote integrated teaching for medical and other students during lectures, tutorials and clinical teaching.

- Take part in the University examinations by preparing and administering exam questions, taking part in viva voce as well as marking exam papers and students' coursework.
- Strive for the holistic development of the student by providing sound knowledge, the highest analytical ability.
- Instilling in the student the concern for ethical and moral values.
- Undertake a pastoral role - acting as academic advisor to students.

ii) ***RESEARCH***

- Conduct high quality research in area of specialization and interest and actively contribute to the institution's research profile.
- Take advantage of locally available research funds to conduct research of national priority.
- Pursue to the extent possible external funding.
- Publish at least one paper a year in high impact professional and scientific journals.
- Develop and maintain a competitive research group in a recognized area of research in health and allied sciences.
- Supervise and guide students as well as junior staff members of the Department in research projects involving health sciences.
- Develop an educational research portfolio in an area relating to local needs and study for a higher degree in medical education.
- Disseminate research findings both nationally and internationally.
- Collaborate with colleagues in other institutions of higher learning in research.

iii) ***STUDENT AND STAFF ADMINISTRATION***

- Participate actively in departmental administrative tasks in areas like student admissions, induction courses, departmental committees and faculty board meetings when called upon to do so.
- Manage and supervise junior staff in the Department and be prepared to take up the role of head of Department when called upon to do so.
- Participate in departmental, professional conferences and seminars, and contribute to these as necessary.
- Establish collaborative links outside the University with industrial, commercial and public organizations and institutions of higher learning.
- Make yourself accessible to students and make sure you are available during office hours; else your whereabouts should be known to peers/Head of Department.
- Make sure you observe University policies and procedures.
- Provide performance appraisal (or confidential) reports timely as may be requested by the department from time to time.
- Assist in identifying internal and external examiners for courses under your care.

3.2. ASSISTANT LECTURERS

i. Qualifications:

- A holder of a Master's Degree in Nursing or equivalent degree with a GPA of 4 or with an average of B+ grade from a recognized Institution plus a GPA of 3.5 and above from the undergraduate studies. Must be registered by respective Council/board.
- Teaching experience of 2 years is an added advantage

ii. Duties and Responsibilities

This is still a training position. However, the Assistant Lecturer shall take on more teaching and research responsibilities may be required to perform the following duties:

a. Main purpose of the post

- Effective teaching of all assigned courses within one's area of specialization.
- Knowledge advancement through research.
- Delivery of quality services; and
- Effective realisation of the institution's mission

3.3. TUTORIAL ASSISTANTS

i. Qualifications:

A Holder of Bachelor's Degree in Nursing or equivalent degree and score at least B in the relevant subject and a GPA of 3.5 and above. Must be registered by respective Council/Board.

ii. Duties and Responsibilities

This is a training position. However, the Tutorial Assistant may be required to perform the following duties:

- Conducting Tutorials for undergraduate students,
- Supervising seminars,
- Teaching Certificates and Diploma Courses,
- Mark non-assessed coursework assignments and provide feedback,
- Deal with student queries about the content and delivery of a module as well as providing advice and ideas to them where necessary,
- Supervise the work of students where appropriate,
- Ensure that the preparation of materials and equipment required during classes is available and where appropriate assist in the assembling and dismantling of laboratory apparatus,
- Work with other demonstrators and tutorial assistants to ensure that practical classes run effectively and according to timetable requirements
- Performing any other duties as may be assigned from time to time.

4. INSTITUTE OF ALLIED HEALTH SCIENCES - 5 POSTS

4.1. TUTORS - SCHOOL OF MEDICAL LABORATORY SCIENCES (2 posts) SCHOOL OF PHARMACEUTICAL SCIENCES (2 posts) SCHOOL OF RADIOGRAPHY (1 post)

i. Qualifications:

A Holder of a Bachelor Degree in Medical Laboratory Sciences/Pharmacy/Medical Imaging or equivalent qualifications. Must be registered by respective Council/Board.

ii. Duties and Responsibilities

- Teaching diploma students
- Prepares materials and equipment required for practical exercises and class sessions
- Conducting practical exercises for students in the department under close supervision
- Assist in all technical duties requiring a higher degree of planning, design and organizes practical for diploma and undergraduate students
- Assist in research and development activities including consultancy activities
- To plan and supervise maintenance of Laboratory facilities/equipment

- To assist seniors on administrative duties
- Performs any other assignments as may be assigned to him by his seniors

5. GENERAL ADMINISTRATION

5.1. ADMINISTRATIVE OFFICER III–

2 POSTS

a) Direct Entry Qualification

Holder of Bachelor Degree in Public Administration, Business Administration, Law, Human Resources, Management Education, Industrial Relations, Sociology or its equivalent from a recognized University/ Institution.

b) Duties and Responsibilities

1. To coordinating and facilitating various daily administrative activities for the School or Directorate
2. Prepare and maintain records of information relevant to each docket
3. Responsible for files and documents in the respective offices
4. Receive and Serve visitors
5. Data compilation and report preparation
6. Ensuring that internal and external communications have been handled appropriately for smooth flow of information
7. Preparing meetings and the necessary documents
8. Drafting of letters and making follow-up on correspondences
9. Acting as a liaison between the respective office and other internal stakeholders
10. Coordinating School's or Directorates' activities as per instructions
11. To participate in reviewing and providing advice on interpretation and application of policies, regulations and rules
12. To assist in collecting, analysis and maintaining personnel/ students records and statistics
13. Maintaining confidentiality at all times
14. Assisting in preparation of the School's/Directorate's budgets.
15. Making requisitions on behalf the School/Directorate where relevant
16. Enhancing the customer service in the designated offices
17. Assisting in preparing various meetings and periodic performance reports.
18. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

c) General Attributes

- Adherence to professional ethics,
- Language proficiency in medium of instruction.
- Ability to communicate information, knowledge and skills to others,
- Computer literacy,
- Good interpersonal skills,
- Ability to work as part of a team,
- Enthusiasm and self-motivation,
- Ability to exercise initiative and be proactive and
- Motivation for innovation, further learning and continuing professional development.

6. VOLUNTEERS IN THE FOLLOWING AREAS

6.1. DIRECTORATE OF HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION

HUMAN RESOURCES OFFICER III 1 POST

- i. **Qualification:** Holder of Bachelor Degree in Human Resources Management Education or its equivalent from a recognized University/ Institution
- ii. **Duties and Responsibilities**
 1. Assisting in collecting, keeping and updating personnel data and information.
 2. Assisting in making Training Needs Assessment.
 3. Assisting in preparing periodic performance reports.
 4. Assisting collecting, analyzing and planning proper statistics records for human resources plans.
 5. Assisting preparing and handling seniority list.
 6. Assisting drafting internal circulars, letters and internal memorandum for official use.
 7. Assisting in coordinating various meetings and preparing periodic performance reports.
 8. Assisting in collection, analyses, tabulates and maintains workforce records and statistics.
 9. Assisting in the administration of recruitment and placement
 10. Assisting in carry out orientation of new staff
 11. Performing any other relevant assignments/tasks as may be assigned by his/her seniors

iii. **Other skills**

- Fluent in both written and spoken Swahili and English.
- Good Computer skills.
- Good report writing skills
- Excellent communications, presentational and organizational skills.
- Integrity.
- Personal organization and planning skills.
- Capable of rigorous analytical approach and results oriented.
- Adaptability, Flexible and stress resistant.
- The ability to work in a team and independently.
- The ability to work under minimum supervision.

6.2. DIRECTORATE OF PLANNING, BUSINESS DEVELOPMENT AND INVESTMENT

PLANNING OFFICER III 1 POST

- i. **Qualification:** Holder of Bachelor Degree in Planning/ Bachelor Degree in Investments / Bachelor Degree in Monitoring and Evaluation or its equivalent from a recognized University/ Institution.
- ii. **Duties and Responsibilities**
 1. To assist in collecting information and data on the goals and objectives of the University
 2. To assist in analyzing and evaluating data as a basis of formulation of plans and implementation strategies
 3. To assist in collecting information and monitoring the University Rolling Strategic Plan
 4. To assist in collecting data to enhance evidence-based University investment priorities
 5. To combine and analyses institutional information for plan formulation
 6. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

iii. Other skills

- Fluent in both written and spoken Swahili and English.
- Good Computer skills.
- Good report writing skills
- Excellent communications, presentational and organizational skills.
- Integrity.
- Personal organization and planning skills.
- Capable of rigorous analytical approach and results oriented.
- Adaptability, Flexible and stress resistant.
- The ability to work in a team and independently.
- The ability to work under minimum supervision.

6.3. DEPARTMENT OF MEDICINAL CHEMISTRY & PHARMACOGNOSY HEALTH SCIENTIST III 1 POST

i. **Qualification:** Holder of Bachelor Degree in Laboratory Science and Technology or its equivalent from a recognized University/Institution. Must be registered by respective Councils.

ii. Duties and Responsibilities

1. Assist in all technical duties requiring a higher degree of planning, design and organizes practicals for undergraduate students
2. Assist in research and development activities including consultancy activities
3. To plan and supervise maintenance of Laboratory facilities/equipment
4. Assist in maintenance of facilities
5. Performs any other duties assigned by ones reporting officer

iii. Other skills

- Fluent in both written and spoken Swahili and English.
- Good Computer skills.
- Excellent communications, presentational and organizational skills.
- Integrity.
- Personal organization and planning skills.
- Adaptability, Flexible and stress resistant.
- The ability to work in a team and independently.
- The ability to work under minimum supervision.

7. REMUNERATION

Successful candidates will be offered competitive packages and benefits in accordance with their qualifications and experience as per CUHAS Scheme of Service.

8. APPLICATIONS

- All applicants must be Citizens of Tanzania.
- Applications must be typed in English.
- All application letters must be accompanied with detailed and current Curriculum Vitae, all relevant certificates and full transcripts. **For applicants with foreign certificates, a recognition by TCU must be attached.**
- Names and valid addresses (and phone numbers or emails) of 3 credible referees must be provided.
- The deadline is **Saturday 10th September, 2022 at 04:30 pm.**

- Applications must be addressed and sent to:

**VICE CHANCELLOR,
CATHOLIC UNIVERSITY OF HEALTH AND ALLIED SCIENCES (CUHAS)
P.O. BOX 1464,
MWANZA,
TANZANIA.**

Or E-Mail to: vc@bugando.ac.tz