

EMPLOYMENT OPPORTUNITIES

The Catholic University of Health and Allied Sciences (CUHAS), owned by the Tanzania Episcopal Conference (TEC), provides training for over 2,700 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), 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), Diploma in Pharmaceutical Sciences (DPS), Diploma in Medical Laboratory Sciences (DMLS) and Diploma in Diagnostic Radiography (DDR). CUHAS invites suitably qualified persons to be immediately considered to fill the following vacant position:

1. ADMINISTRATIVE OFFICER III (1 Posts)

i. Qualifications

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

ii. Duties

- To coordinating and facilitating various daily administrative activities for the School or Directorate
- Prepare and maintain records of information relevant to each docket
- Responsible for files and documents in the respective offices
- Receive and Serve visitors
- Data compilation and report preparation
- Ensuring that internal and external communications have been handled appropriately for smooth flow of information
- Preparing meetings and the necessary documents
- Drafting of letters and making follow-up on correspondences
- Acting as a liaison between the respective office and other internal stakeholders
- Coordinating School's or Directorates' activities as per instructions
- To participate in reviewing and providing advice on interpretation and application of policies, regulations and rules
- To assist in collecting, analysis and maintaining personnel/ students records and statistics
- Maintaining confidentiality at all times
- Assisting in preparation of the School's/Directorate's budgets.
- Making requisitions on behalf the School/Directorate where relevant
- Enhancing the customer service in the designated offices

- To perform any other relevant assignments/tasks as may be assigned by his/her seniors

iii. Other skills

- Fluent in written and spoken English and Swahili
- Computer literate
- Excellent communications, presentational and organizational skills
- Flexible and easily adaptable to change
- The ability to work in a team
- The ability to work under pressure.

A positive attitude is highly desirable in the successful candidate.

Remuneration

- A Successful candidate for all post will be offered a competitive package in accordance to his/her qualifications and experience, as per CUHAS Scheme of Service.

Applications

- All applicants have to 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 as well as birth certificate. **For applicants who have studied outside Tanzania, a certificate of 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 **Thursday 21st March, 2019.**
- All 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**