



## **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 persons to fill the following positions;

### **1. LECTURERS:**

|                                      |               |
|--------------------------------------|---------------|
| <b>DEPARTMENT OF GENERAL SURGERY</b> | <b>1 POST</b> |
| <b>DEPARTMENT OF ORTHOPEDICS</b>     | <b>1 POST</b> |
| <b>DEPARTMENT OF ENT</b>             | <b>1 POST</b> |

#### **i. Qualifications**

- A holder of a Master of Medicine (M.Med) 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.
- Teaching experience of at least 2yrs, as added advantage.

#### **ii. General Attributes**

- Adherence to professional ethics;
- 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

### **iv. Key Functions**

#### **a. 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.

#### **b. 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.

**c. 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. TUTORIAL ASSISTANT – DEPARTMENT OF PHARMACOGNOSY - 1 POST**

**i. Entry Requirements:**

A Holder of B.Pharm 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.

### 3. TUTORS:

- **SCHOOL OF MEDICAL LABORATORY SCIENCES** **1 POST**
- **SCHOOL OF PHARMACEUTICAL SCIENCES** **1 POST**

#### i. Qualification:

A Holder of Bachelor Degree/Advance Diploma in relevant field from recognized institution with some training in teaching methodology. Must be registered by respective Councils/Boards. ***Only Female candidates should apply for this posts.***

#### ii. Duties and Responsibilities

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

- Assist in teaching students under close supervision,
- Assist in conducting practical exercises for students under close supervision,
- Supervising seminars,
- 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 tutors to ensure that practical classes run effectively and according to timetable requirements
- Performing any other duties as may be assigned from time to time.

#### iii. INTERNAL AUDITOR III – 1 POST

##### i. Qualification:

Holder of Bachelor Degree in Taxation from a recognized University/ Institution PLUS CPA (T), ACCA registered by NBAA in the Auditing or Accounting Field or equivalent qualification with at least three years working experience in a similar field in a reputable institution.

##### ii. Duties and Responsibilities

- Reviewing internal control and submitting recommendations to supervisor
- Executing audit programmes
- Ensuring that internal control systems are adequate to avert perpetration of frauds, misappropriation and embezzlements.
- Reviewing the effectiveness of managerial controls and implementation of systems policies and practice for the Institution

- Preparing internal audit programmes in accordance with generally accepted audit standards and international audit standards.
- Ensures compliance on tax issues as per Tanzania tax Laws and regulations
- Providing technical guidance and assistance to subordinates.
- Leading and direct in special checks and investigations.
- Monitoring audit work in order to ensure that works schedule are executed efficiently.
- Preparing progress reports of special audits carried out.
- Performs any other duties as may be assigned by one's reporting officer.

**General Attributes for the post of Tutorial Assistant, Tutors and Internal Auditor:-**

- 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.

**Remuneration**

- Successful candidates will be offered a competitive package and benefits in accordance to the qualifications and experience, as per CUHAS Scheme of Service.

**Applications**

- All applicants have to be Citizens of Tanzania.
- Application must be typed in English.
- All application letters must be accompanied with detailed and current Curriculum Vitae, all relevant certificates and full transcripts.
- Names and valid addresses (and phone numbers or emails) of 3 credible referees must be provided.
- The deadline is **Friday 26<sup>th</sup> February at 03:30 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](mailto:vc@bugando.ac.tz)**

