



## 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. WEILL BUGANDO SCHOOL OF MEDICINE

#### 1.1. LECTURERS:

<b>DEPARTMENT OF GENERAL SURGERY (Sengerema)</b>	<b>1 POST</b>
<b>DEPARTMENT OF INTERNAL MEDICINE (Sengerema)</b>	<b>1 POST</b>
<b>DEPARTMENT OF ORTHOPAEDICS AND TRAUMA</b>	<b>1 POST</b>
<b>DEPARTMENT OF ENT</b>	<b>1 POST</b>

#### i. Qualifications

- ✓ A holder of a Master of Medicine (MMed) 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. 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

#### **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. 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.

#### ***D. 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.

## **1.2. ASSISTANT LECTURER - DEPARTMENT OF RADIOLOGY - 1 POST**

### **i. Qualifications**

- ✓ A holder of a Master's Degree in Medical Physics 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**

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

## **1.3. TUTORIAL ASSISTANTS**

### **1.3.1. DEPARTMENT OF BIOCHEMISTRY/ PHARMACOLOGY/ PHYSIOLOGY - 3 POST**

#### **i. Qualifications:**

A Holder of Medical Doctor Degree (MD) 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.

### **1.3.2. DEPARTMENT OF RADIOLOGY - 1 POST**

#### **i. Qualifications:**

A Holder of Bachelor of Science in Medical Imaging and Radiotherapy (B.Sc. MIR) 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.

## **2. SCHOOL OF PHARMACY**

### **2.1. TUTORIAL ASSISTANT – DEPARTMENT OF PHARMACOGNOSY - 1 POST**

#### **i. Qualifications:**

A Holder of a Bachelor of Pharmacy (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. ARCHBISHOP ANTHONY MAYALA SCHOOL OF NURSING - 2 POSTS

#### 3.1. DEPARTMENT OF MIDWIFERY AND DEPARTMENT OF MEDICAL SURGICAL

##### 3.1.1. 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

###### 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.

### **3.1.2. 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

**3.1.3. 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 - 3 POSTS**

**4.1. TUTORS - SCHOOL OF MEDICAL LABORATORY SCIENCES  
SCHOOL OF PHARMACEUTICAL SCIENCES  
SCHOOL OF RADIOGRAPHY**

**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. INTERNAL AUDIT UNIT**

### **5.1. INTERNAL AUDITOR III – 1 POST**

#### **i. Qualification:**

Holder of Bachelor's Degree in Accountancy 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.

#### **iii. 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. DEPARTMENT OF STUDENTS' WELFARE**

### **6.1. SENIOR WARDEN I -1 POST**

#### **i. Qualification**

Holder of a Master's Degree in Education, Education Management, Psychology, Counseling, Sociology, Social Welfare and Home Economics or relevant equivalent from a recognized University/Institution with at least three years relevant work experience in a similar position in a reputable Institution obtained after acquiring the Master's Degree.

#### **ii. Duties and Responsibilities**

- ✓ To deal with cases involving students on social matters.
- ✓ To disseminate University's' directives to students.

- ✓ To maintain accurate records pertaining to students' welfare.
- ✓ To participate in identifying behavioral trends that may require action.
- ✓ To administer students' welfare services.
- ✓ To facilitate Students' Organization activities.
- ✓ To participate in career guidance and counseling to students.
- ✓ To maintain conducive learning environment.
- ✓ To deal with students disciplinary issues.
- ✓ To assist students in securing permits from relevant authorities.
- ✓ To present students' needs to the Dean of Students and other responsible University authorities
- ✓ To guide students in observing By-Laws and Regulations.
- ✓ To assist the Dean of Students to organize and implement orientation programme for new students in collaboration with other Departments.
- ✓ To develop extracurricular programmes with students' organization to promote their personal growth and development.
- ✓ To participate in developing and coordinating policies and procedures related to students' welfare.
- ✓ To supervise and monitor cleanness of the hostel and surrounding environment.
- ✓ To perform any other relevant duties as may be assigned by one's 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.
- ✓ 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. JANITOR III -1 POST**

### **i. Qualification**

Holder of Diploma in Education, Home Economics, Community Development or its equivalent qualification from a recognized University/ institution

### **ii. Duties and Responsibilities**

- ✓ To enforce students' rules and regulations.
- ✓ To assist in answering questions from students, delegates and other visitors who may require certain information.
- ✓ To assist in supervising hall attendants.
- ✓ To assist in keeping and maintaining proper residence records
- ✓ To assist in ensuring security in and around halls of residence.
- ✓ To be an in-charge of all rooms, stores and common rooms in a hall of residence.
- ✓ To keep and maintain proper residence records
- ✓ To write reports on various events concerning residents of his/her area

## **7. REMUNERATION**

Successful candidates will be offered competitive packages and benefits in accordance to 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 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 **Friday 14<sup>th</sup> December, 2021 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](mailto:vc@bugando.ac.tz)**