



# Catholic University of Health and Allied Sciences

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## EMPLOYMENT OPPORTUNITIES

The Catholic University of Health and Allied Sciences (CUHAS), owned by the Tanzania Episcopal Conference (TEC), provides training for over 3,500 students. CUHAS is currently running programmes in Doctor of Philosophy (PhD), Master of Medicine (MMed), Master of Public Health (MPH), Master of Science in Pediatric Nursing (MSc.PN), Master of Science in Clinical Microbiology and Diagnostic Molecular Biology (MSc. CMDMB), Master of Science in Epidemiology and Biostatistics (MSc. EB), Doctor of Medicine (MD), Bachelor of Pharmacy (BPharm), Bachelor of Science in Nursing Education (BSc.NED), Bachelor of Science in Nursing (BSc.N), Bachelor of Medical Laboratory Sciences (BMLS), Bachelor of Science in Medical Imaging and Radiotherapy (BSc.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. DEPARTMENT OF FINANCE

**Position: BURSAR - 1 POST**

#### i. Overall, Purpose of the Job

To provide overall leadership in strategic planning and budgeting, financial reporting, effective management of financial resources including budget, control and utilization of financial resources to achieve the objectives of the University. In addition he/she shall provide technical guidance on all matters related to financial, investments and compliance on the CUHAS signed agreement with partners, taxation laws and the subgrantees working with CUHAS.

#### ii. Key Roles and Responsibilities

Please note that these jobs posting outlines the primary responsibilities of the role. It does not define or limit the specific tasks that may be assigned. This document is not intended to be a contract of employment. Management reserves the right to review and amend this document at any time.

##### a. Operational Plan and Budgeting

- Coordinate the preparation of annual University operational plans and budget, including issuing guidelines, templates and orienting them.
- Undertakes Quality check and work with other department/units in reviewing departmental/units' budget as well as project specific budgets.
- Consolidate University budget and prepare related Council paper for presenting to the Management team, Finance Committee and University Councils.

**b. Budget Implementation and Monitoring**

- Review and recommend to the DVC - PFA approval of budgets and expenditures before entering the accounting system.
- Oversee the implementation of CUHAS financial policies and all related University and project budgets.
- Provide guidance, track and monitor financial expenditures and ensuring they are within the approved budget.

**c. Short and Long-term strategic plans**

- Work closely with Investment Manager to identify opportunities and solutions for managing short-term and long-term investments to maximize earning potential.
- Coordinate development of CUHAS Endowment fund strategic plan including policies, guidelines and ensuring its implementation for University Sustainability.

**d. Financial Policies, Systems and Procedures**

- Coordinate development/review of financial policies and procedures and ensure adherence to policies, guidelines, procedures, and systems to safeguard the financial resources of the University.
- Coordinate issuing of financial guidelines/circulars to mitigate risks of financial loss.
- Review and updates financial related policies to meet changing internal and external needs.
- Develop/Review strategies for managing and improving the overall financial systems of the University particularly the electronic integrated financial management system (ERP).
- Work closely with DVC A&F to oversee financial and accounting systems controls and standards for prompt and efficient financial practice and reporting.
- Ensure strong system of internal controls is kept at university to ensure accurate reporting of transactions as well as the safeguarding of University Assets.
- Ensure the University Adhere to all requirements related to audits, taxation and other legal frameworks on financial and compliance matters.

**e. Financial Reporting**

- Ensure timely and efficient reporting on university spending and income.
- Prepare financial reports of the University and ensure timely submission to DVC PFA.
- Prepares Quarterly and Annual Financial reports and submit to DVC PFA, Management team and Councils.
- Oversee the preparation and operationalization of the Annual financial closure plan and lead the process from preparations to approval stage of all audited financial statements as required by university policies and guidelines.

**f. Subordinates Effectiveness**

- Review/Develop clear succession plan of direct reporting finance staff.
- Supervise and evaluate performance of direct reports within the department and ensure professionalism and appropriate finance management.
- Develops subordinates through coaching and other means to sharpen the skills of direct reports and motivates the finance team to increase productivity.

### iii. **Qualifications and Experience**

- Holder of Master's Degree or equivalent in Accounting, Finance, or its equivalent from a recognized University/ Institution.
- Professional accountancy qualification such as CPA (T), ACCA or its equivalent.
- Minimum of six years' work experience in a similar position in a reputable organization/ institution; preferably in higher learning institution.
- Strategic mindset with ability to lead, inspire and achieve results in a challenging context.
- Demonstrated managerial, supervisory and leadership skills.
- Expert knowledge, skills and experience in principles and practices of international accounting and financial management.
- Excellent knowledge of and skills in the use of integrated IT accounting systems (e.g. Sage and other accounting packages).
- Strong skills in the area of Office packages in Excel, Word and PowerPoint.

## 2. **Directorate of Information and Communications Technology (ICT)**

### **Position: Director of Information and Communications Technology (ICT)**

#### i. **Main purpose of the job**

To plan, coordinate and develop the provision and delivery of information services technology to meet communications, information processing, storage and retrieval needs of the University to enhance the cost-effective delivery of the academic and administrative services objectives. Management of information and to advise the University Community on the adoption of IT standards, strategies, and policies to improve the university technology performance and data security.

#### ii. **Key Roles and Responsibilities**

Please note that this job posting outlines the primary responsibilities and role. It does not define or limit the specific tasks that may be assigned. This document is not intended to be a contract of employment. Management reserves the right to review and amend these responsibilities at any time. **The key responsibilities include but not limited to:**

1. Provide leadership and management to the ICT team to ensure smooth operations of all technological systems and functions.
2. Establish and monitor achievement of individual, sectional and directorate performance objectives.
3. Advise on development and implementation of IT strategies and long-term IT plans as an integral part of the University's academic and administrative activities to enhance efficiency, cost effective delivery of services, communications and utilisation of resources.
4. Advise on technical policy issues affecting utilisation of IT solutions and the type of hardware, network and software platforms and protocols to be used by the University to provide long-term cost-effective technologies to enhance the delivery of reliable academic and administrative services.
5. Prepare draft capital and recurrent expenditure budgets for approval, controls and authorises expenditure against approved budget, monitors expenditure against budget accounts for variances to ensure maximum return on all technological investments.
6. Identify, evaluate and recommend appropriate technical standards for information technology components of the University to ensure overall connectivity and maintenance.
7. Initiate, coordinate and manage IT feasibility studies to determine IT development proposals and prepares detailed project specifications for inclusion in tender

- documentation; carries out technical evaluation of tenders for submission of IT projects, hardware, software, etc and recommends acceptance of tenders.
8. Establish, recommend, implement and evaluate new IT technologies and operational procedures to ensure availability and reliability of network, data integrity and security, and access control to improve efficiency and productivity.
  9. Establish and enforce security and data protection protocols to prevent cyber-attacks and data breaches.
  10. Advise on information and communication access and security issues to ensure that protection and security of information is consistent with the needs of the university community and freedom of information.
  11. Design and ensure implementation of appropriate disaster preparation plans and data recovery to protect data and information.
  12. Initiate consultative fora to stimulate interest in IT development and appropriate responses to end-user requirements.
  13. Establish appropriate professional structures, personnel and training programmes to enhance the capability and understanding of end-users in Information Technology, and specific applications to maximise utilisation of available technology and end-user demand for development.
  14. Liaise with local, regional and international communication providers to ensure that the University Community's information driven communication needs are met;
  15. Ensure the availability and reliability of all technological systems and infrastructure (hardware, software, and network systems) to ensure its optimum performance by;
    - Managing the technical support of application software,
    - Participation in software and hardware selections,
    - On-going market surveys and
    - Upgrading of software in accordance with licence agreements.
  16. Organise and co-ordinate end-user support services by establishing and supervision of appropriate roles, contacts with suppliers and maintenance contract conditions. Ensures that adequate technical support is available at all times to provide service excellence to end-users.
  17. Constant monitoring developments in IT to ensure that the University optimises utilisation of available technologies in a cost-effective manner by;
    - Staying up-to-date with industry trends and developments,
    - Fostering a culture of innovation, creativity, and continuous improvement within the IT department and across the university.
  18. Represents the University on IT related initiatives - particularly related to an academic and teaching environment and prepares necessary technical reports, etc as required.
  19. Undertake any other related duties and responsibilities as directed by Supervisor.

### **iii. Qualifications and Experience**

- Holder of Master's degree or equivalent in Computer Sciences, Information Technology, Data Management or its equivalent from a recognized University/ Institution.
- Certification in Cisco Certified Network Associate (CCNA), Microsoft Certified Systems Developer (MCSD), or Microsoft Certified Systems Engineer (MCSE) or its equivalent will be an added advantage.
- Minimum of three years' work experience in a similar position in a reputable organization/ institution (preferably in an academic environment).

- Experience in the development and operation of wide range of communications and business-related applications WAN & LAN network development and management, and IT project management.
- Experience in the management of professional staff and budgetary control is also essential
- Strategic mindset with ability to lead, inspire and achieve results in a challenging context.
- Demonstrated managerial, supervisory and leadership skills.
- Excellent knowledge of and skills in the use of integrated IT accounting systems, HR and Payroll packages, Students information systems etc. (e.g. Sage and Norming, OSMI)

### **3. THE WEILL BUGANDO SCHOOL OF MEDICINE**

#### **3.1. LECTURERS**

<b>DEPARTMENT OF GENERAL SURGERY</b>	<b>1 POST</b>
<b>DEPARTMENT OF ORTHOPAEDICS AND TRAUMA</b>	<b>2 POSTS</b>
<b>DEPARTMENT OF CRITICAL CARE/ANAESTHESIA</b>	<b>2 POSTS</b>
<b>DEPARTMENT OF RADIOLOGY</b>	<b>2 POSTS</b>

#### **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 and conduct,
- 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,
- Ability to carry out independent research and provide feedback,
- Ability to supervise research and other knowledge generating and development activities,
- Adaptability, Flexible and stress resistant,
- Personal organization and planning skills,
- Ability to work in a team and independently,
- Ability to work under minimum supervision.

### **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 and 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 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.
- Ensure records of 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 junior doctors under one's 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 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.
- Be accessible to students and available during office hours; else provide whereabouts to peers/Head of Department.
- 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 one's care.



### **3.2. DEPARTMENT OF MICROBIOLOGY AND IMMUNOLOGY**

#### **ASSISTANT LECTURER - PHARMACEUTICAL MICROBIOLOGY - 1 POST**

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

- A holder of a Master's Degree in Pharmaceutical Microbiology, Master of Science in Clinical Microbiology and Diagnostic Molecular Biology 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.

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

- Conducting lectures, seminars, tutorials and practical sessions for undergraduate programmes;
- Assisting senior staff in practical sessions, seminars and tutorials for postgraduate programmes as part of their learning and building capacities in various aspects of
- Preparing case studies;
- Working in co-operation with senior members of staff on specific projects;
- Supervising special projects for undergraduate students;
- Conducting and publishing research results;
- Assisting in writing teaching manuals and compendia;
- Attending workshops, conferences and symposia; and
- Carrying out any other duties that may be assigned by a relevant authority

### **4. THE SCHOOL OF PUBLIC HEALTH**

#### **4.1. DEPARTMENT OF COMMUNITY MEDICINE/ ENVIRONMENTAL AND OCCUPATIONAL HEALTH LECTURER - 1 POST**

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

- A holder of a PhD or equivalent degree with a Master's Degree in Community Medicine or Environmental and Occupational Health or equivalent degree 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. Duties and Responsibilities**

- Conducting lectures, tutorials, seminars and practical for undergraduate and Master's programmes;
- Carrying out field supervision of undergraduate and postgraduate students;
- Mentoring junior staff in all relevant matters;
- Participating in curriculum development;
- Participating in developing and managing various university projects;
- Undertaking research and publishing research results;
- Carrying out community/outreach services including promoting linkages with industry;

- Undertaking consultancy services;
- Preparing teaching manuals and compendia;
- Supervising undergraduate student projects;
- Attending/organizing workshops, conferences and symposia; and
- Undertaking any other duties that may be assigned by a relevant authority

## **4.2. DEPARTMENT OF EPIDEMIOLOGY AND BIostatISTICS**

### **ASSISTANT LECTURER - 1 POST**

#### **i. Qualifications**

- A holder of a Master's Degree in Biostatistics/Applied Statistics/Medical Statistics/Statistics/ Epidemiology 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**

- Conducting lectures, tutorials, seminars and practical for undergraduate and Master's programmes;
- Carrying out field supervision of undergraduate and postgraduate students;
- Mentoring junior staff in all relevant matters;
- Participating in curriculum development;
- Participating in developing and managing various university projects;
- Undertaking research and publishing research results;
- Carrying out community/outreach services including promoting linkages with industry;
- Undertaking consultancy services;
- Preparing teaching manuals and compendia;
- Supervising undergraduate student projects;
- Attending/organizing workshops, conferences and symposia; and
- Undertaking any other duties that may be assigned by a relevant authority.

## **5. ARCHBISHOP ANTHONY MAYALA SCHOOL OF NURSING**

### **5.1. DEPARTMENT OF CLINICAL NURSING**

#### **LECTURER - 1 POST**

#### **i. Qualifications**

- A holder of a PhD or equivalent degree with a Master's Degree in Nursing or equivalent degree and a GPA of 4 or with an average of B+ grade from a recognized Institution with 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**

- Conducting lectures, tutorials, seminars and practical for undergraduate and Master's programmes;
- Carrying out field supervision of undergraduate and postgraduate students;
- Mentoring junior staff in all relevant matters;

- Participating in curriculum development;
- Participating in developing and managing various university projects;
- Undertaking research and publishing research results;
- Carrying out community/outreach services including promoting linkages with industry;
- Undertaking consultancy services;
- Preparing teaching manuals and compendia;
- Supervising undergraduate and postgraduate student projects;
- Attending/organizing workshops, conferences and symposia; and
- Undertaking any other duties that may be assigned by a relevant authority

**6. INSTITUTE OF ALLIED HEALTH SCIENCES - 6 POSTS**

**6.1. TUTORS**

**SCHOOL OF MEDICAL LABORATORY SCIENCES (1 post)**

**SCHOOL OF PHARMACEUTICAL SCIENCES (1 post)**

**SCHOOL OF DIAGNOSTIC RADIOGRAPHY (4 posts)**

**i. Qualifications**

A Holder of a Bachelor Degree in Medical Laboratory Sciences/ Pharmacy/ Medical Imaging or equivalent qualifications with a score of 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**

- 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

**Remuneration**

CUHAS offers competitive compensation packages and benefits in accordance with individual qualifications and experience as per the CUHAS Scheme of Service.

**How To Apply**

Interested candidates should send the application letter, curriculum vitae (CV), photocopies of certificates and transcripts, names and valid addresses (including phone numbers and emails) of three (3) credible referees.

- All applicants must be Citizens of Tanzania.
- Applications must be typed in English.
- **For applicants with foreign certificates, a recognition by TCU must be attached.**
- **For applicants sending their applications through email, all documents must be attached as one PDF document.**
- Only shortlisted candidates will be contacted.
- The deadline is **Friday 30<sup>th</sup> January, 2026 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:** [recruitment@cuhas.ac.tz](mailto:recruitment@cuhas.ac.tz)