



Catholic University of Health and Allied Sciences

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.NE), 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. THE WEILL BUGANDO SCHOOL OF MEDICINE

1.1. LECTURERS

DEPARTMENT OF GENERAL SURGERY	2 POST
DEPARTMENT OF ORTHOPAEDICS AND TRAUMA	3 POST
DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH	2 POST
DEPARTMENT OF INTERNAL MEDICINE (SENGEREMA)	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 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, Flexibility, and stress resistant,
- Personal organization and planning skills,
- The ability to work in a team and independently,
- The 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 realization 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 preparing and organizing the undergraduate and postgraduate core teaching and assessment programme, including journal clubs.
- Develop online teaching material and other online resources.
- Develop and implement new and innovative teaching methods that encourage student participation and problem-solving and create content that reflects changes in research.
- Participate in curricula reform as necessary in the context of 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 assignments to medical students, residents, and 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 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 the 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. TUTORIAL ASSISTANT

1.2.1. DEPARTMENT OF ANATOMY AND HISTOLOGY

1 POST

i. Qualifications

- A Holder of an MD or equivalent degree and score of at least B in the relevant subject and a GPA of at least 3.5. Must be registered by respective Councils/Boards.

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 provide 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. LABORATORY TECHNOLOGIST

1.3.1. DEPARTMENT OF BIOCHEMISTRY/PHYSIOLOGY

1 POST

i. Qualifications

Holder of a Diploma in Medical Laboratory Sciences (DMLS) or its equivalent from a relevant recognized University/ Institution. Must be registered by respective Councils/Board.

ii. Duties and Responsibilities

- To carry out specified tasks connected with research, laboratory practicals, students' projects, consultancy and services,
- To assist in the repair and maintenance of laboratory or workshop facilities,
- To assist senior staff in relevant fields of operation,
- Performs any other roles assigned to him by supervisors.

2. THE SCHOOL OF PUBLIC HEALTH

2.1. DEPARTMENT OF EPIDEMIOLOGY AND BIostatISTICS

2.1.1. ASSISTANT LECTURER

- 1 POST

i. Qualifications

- A holder of a Master's Degree in Biostatistics/Applied Statistics/Medical Statistics/Statistics 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 ethics 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 coursework 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,
- Adaptability, Flexibility and stress resistant,
- Personal organization and planning skills,
- The ability to work in a team and independently,
- The ability to work under minimum supervision.

iii. Duties and Responsibilities

- Conducting lectures, seminars, tutorials, and practical sessions for undergraduate programs.
- Assisting senior staff in practical sessions, seminars, and tutorials for postgraduate programs as part of their learning and building capacities in various aspects of teaching, learning, research, and public service.
- Preparing case studies.
- Working in cooperation 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.

2.2. DEPARTMENT OF ENVIRONMENTAL AND OCCUPATIONAL HEALTH

2.2.1. LECTURER

- 1 POST

i. Qualifications

- A holder of a PhD from a recognized Institution with a Master's Degree in Environmental & Occupational Health with a GPA of 4.0 and above or an average grade of B+ performance, and a Bachelor Degree with a GPA of 3.5.
- 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,
- The ability to work in a team and independently,
- The 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. 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.

2.3. DEPARTMENT OF COMMUNITY MEDICINE

2.3.1. LECTURER

- 1 POST

i. Qualifications

- A holder of a PhD from a recognized Institution or MMed Community Medicine with a GPA of 4.0 and above or average grade of B+ performance, and a Bachelor Degree with a GPA of 3.5. 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,
- The ability to work in a team and independently,
- The 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 realization 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. THE SCHOOL OF PHARMACY

3.1. DEPARTMENT OF PHARMACEUTICS AND PHARMACY PRACTICE

3.1.1. TUTORIAL ASSISTANT (PHARMACEUTICS) -1 POST

i. Qualifications:

A Holder of a Bachelor of Pharmacy (BPharm) 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.

3.2. DEPARTMENT OF MEDICINAL CHEMISTRY AND PHARMACOGNOSY

3.2.1. TUTORIAL ASSISTANT (PHARMACOGNOSY) - 1 POST

i. Qualifications:

A Holder of a Bachelor of Pharmacy (BPharm) 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

4.1. TUTORS

- 4.1.1 **SCHOOL OF MEDICAL LABORATORY SCIENCES -1 POST**
 4.1.2 **SCHOOL OF DIAGNOSTIC RADIOGRAPHY -3 POST**

i. Qualifications:

Holder of a Bachelor's Degree in Medical Laboratory Sciences/ Medical Imaging or equivalent qualifications with a score of at least B in the relevant subject plus a GPA of 3.5 and above. Must be registered by the respective Council/Board.

ii. General Attributes

- Adherence to professional ethics 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 coursework 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,
- Adaptability, Flexibility and stress resistance,
- Personal organization and planning skills,
- The ability to work in a team and independently,
- The ability to work under minimum supervision.

iii. Duties and Responsibilities

- Teaching diploma students
- Conducting Tutorials and Supervising seminars for undergraduate 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

4.2.LABORATORY ATTENDANT III 1 - POST

i. Qualifications

Holder of a National Form IV/VI Certificate with passes in English and Kiswahili.

ii. Duties and Responsibilities

- To clean and tidying offices/house/library and surroundings
- To collect and deliver letters
- To dispatch letters

- To transmit official documents within the Institute
- To carry machinery/equipment
- To prepare and serve of tea/coffee etc
- To perform any other related duties assigned by the supervising officer

4.3. SENIOR ADMINISTRATIVE ASSISTANT 2 - POST

i. Qualifications

Holder of Diploma in Public Administration, Human Resources Management, Business Administration, Sociology, Industrial Relations, Law or its equivalent qualifications from a recognized University.

ii. General Attributes

- Adherence to professional ethic and conduct,
- Computer skills and application,
- Adaptability, Flexible and stress resistant,
- Personal organization and planning skills,
- The ability to work in a team and independently,
- The ability to work under minimum supervision.

iii. Duties and Responsibilities

- Organizes, supervises and manages the operations of the Authority.
- Coordinate the completion of annual budget proposals.
- Controls disbursements from operating budget.
- Taking and up-keeping minutes of directorates and management committee meetings.
- Resolves with Finance Office discrepancies in periodic budget reports.
- Organizes and supervises supporting staff services for the Institute. This includes recruiting, selecting and appointing candidates to vacant positions in liaison with the personnel office.
- Ensures adequate insurance coverage for existing general policies.
- Compiles and maintains a record of current insurance policies issued to the University.
- Participates in performance appraisals of supporting staff.
- Establishes standards of quality of work of supporting staff.
- Propose policy governing work priorities.
- Recommends disciplinary action for administrative staff.
- Orients and trains new staff.
- Provides a consultative service to the University on the administration and interpretation of the University Service Regulations, the Public Service Act and Regulation and other directives.
- Monitoring implementation of security and cleanliness activities
- Drafting internal circulars, letters and internal memorandum for official use.
- Handling correspondences pertaining to administrative issues.
- Performing any other duties related to his/her work as assigned by his/her superior.

REMUNERATION

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

APPLICATIONS

- All applicants must be Citizens of Tanzania.
- Applications must be typed in English.
- All application letters must be accompanied by 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.
- **For applicants sending their applications through email, all documents must be attached as one PDF document.**
- The deadline is **Friday 11th October, 2024 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