



EMPLOYMENT OPPORTUNITIES

The Catholic University of Health and Allied Sciences (CUHAS), owned by the Tanzania Episcopal Conference (TEC), is a reputable higher learning institution providing training to over 3,500 students. The University offers a wide range of academic programmes at diploma, undergraduate, and postgraduate levels, including 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 seeking highly qualified, competent, and motivated individuals to fill the following positions:

1. STUDENT WELFARE DEPARTMENT

Position: Dean of Students

1 POST

i. Main Purpose of the Job

- Provide strategic leadership within the Student Affairs Division,
- Develop and review policies and guidelines covering all aspects of student life,
- Advise the Deputy Vice Chancellor (Planning, Finance and Administration) and the Vice Chancellor on matters related to student affairs,
- Plan, organize, and manage all aspects of student life, experience, and development,
- Facilitate consultative and other appropriate mechanisms to promote dialogue between university management and the student body, and to foster good governance and harmony within the University,
- Participate in the development and implementation of policies related to student recruitment, enrolment management, admissions and registration, records management, student health and wellness, career services, counselling, sports, cultural development, and residence life,
- Plan for and oversee the effective management of the Division.

Job requirements

a) Education

- Must possess a Master's Degree or higher in Education, Educational Psychology, Counselling and Guidance, Social Work, or a related field from a recognized university or institution. The candidate must be proficient in both English and Kiswahili, with strong communication skills.

b) Experience

- Must have at least twelve (12) years of relevant work experience, with a minimum of five (5) years served in a senior management position within a reputable institution. The candidate must also be well-versed in student affairs management.
- Broad experience in an academic institution.

c) Qualities

- Management, leadership and team building competencies.
- Ability to stimulate and encourage new ideas and developments.
- Ability to interpret and promote the University's key goals and objectives.
- Ability to develop a student affairs vision and direction for the institution.
- Capacity to influence and persuade and to build coalitions and networks.
- Ability to promote dialogue in student affairs.
- Ability to develop and implement student welfare programmes.
- Capacity to oversee the development and implementation of policy on a university-wide basis.
- Ability to work effectively as a member of the Senior Executive Team.
- Empathy with academics and students.
- Strong human relations, management, negotiation, public relations and communication skills.
- Strong Computer skills.

ii. Key Roles and Responsibilities

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

The key responsibilities include, but are not limited to:

- (i) Plans, directs and manages the operations of the students' welfare Department.
- (ii) Organise orientation programmes for first-year students in collaboration with Deans of Faculties and Directors of Institutes.
- (iii) Offer guidance and counselling services to all needy students.
- (iv) Organize orientation programme for new student leaders.
- (v) Develops appropriate strategies for anticipating, controlling and managing conflicts.
- (vi) Formulates and recommends an appropriate policy of worship for the entire College Community.
- (vii) Manage an acceptable code of conduct and morality for students.
- (viii) Manage physical fitness programs for students.
- (ix) Coordinate the management of the students BARAZA.
- (x) Act as a counsellor to all students which academic, social and health problems.

- (xi) Assist the Deputy Vice Chancellors in the enforcement of student by-laws.
- (xii) Prepare Annual Budget, estimates for the Department.
- (xiii) Provide career guidance to students.

iii. Specific functions (Tasks and responsibilities)

a) Planning and Policy Formulation

- i. Develop and implement policies and strategies relating to student health, welfare, and general well-being, and promote a positive living and learning environment for the student body.
- ii. Develop and implement policies on student recruitment, enrolment management, admissions and registration, records management, health and wellness, career services, counselling, sports, cultural and sports development, and residence life.
- iii. Develop policies and oversee the implementation of catering and bookshop services; and
- iv. Take a leading role in enhancing the University’s academic reputation and improving the quality of the student experience.

v. Management

- i. Manage and be accountable for the budget allocated to student welfare, health and wellness, career services and counselling, sports, cultural and recreational activities, and academic support services; and
- ii. Mobilize funds and secure sponsorships to support student development, sports, cultural, and recreational activities.

vi. Human resources

- (i) The Dean of Students is responsible for staff under him/her and non-academic student discipline and student appeals.

2. THE WEILL BUGANDO SCHOOL OF MEDICINE

2.1 LECTURERS

DEPARTMENT OF GENERAL SURGERY	1 POST
DEPARTMENT OF ORTHOPAEDICS AND TRAUMA	1 POST
DEPARTMENT OF RADIOLOGY	1 POST

i. Qualifications

- ii. Must possess a Master of Medicine (MMed) or an equivalent degree from a recognized institution with a GPA of 4.0 and above or an average grade of B+ and above. In addition, the candidate must have a minimum GPA of 3.5 at undergraduate level. The applicant must be registered with the relevant professional Council/Board.
- iii. A minimum of two (2) years of teaching experience will be considered an added advantage.

iv. General Attributes

- Adherence to professional ethics and conduct,
- Ability to design, set, administer and supervise different assessment items,
- Ability to recognise 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 organisation and planning skills,
- Ability to work in a team and independently,
- Ability to work under minimum supervision.

v. 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 organisation of the undergraduate and postgraduate core teaching and assessment programme, including organising 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 content that reflects changes in research.
- Participate in curricula reform as necessary in the context of expanding medical knowledge and take 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 and 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 recognised 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 the area of specialisation.
- 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 the 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 specialisation.
- 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 inpatient 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 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 organisations and institutions of higher learning.
- Be accessible to students and available during office hours; otherwise 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.

2.2 TUTORIAL ASSISTANT

DEPARTMENT OF PSYCHIATRY

- 1 POST

DEPARTMENT OF EMERGENCY MEDICINE

- 1 POST

DEPARTMENT OF ANAESTHESIOLOGY

- 1 POST

i. Entry Requirements:

A Holder of 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.

3. THE SCHOOL OF PUBLIC HEALTH

3.1 DEPARTMENT OF COMMUNITY MEDICINE, ENVIRONMENTAL AND OCCUPATIONAL HEALTH.

LECTURER - 1 POST

i. Qualifications and Experience

- 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 recognised Institution plus a GPA of 3.5 and above from the undergraduate studies. Must be registered by the 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/organising workshops, conferences and symposia; and
- Undertaking any other duties that may be assigned by a relevant authority

4. ARCHBISHOP ANTHONY MAYALA SCHOOL OF NURSING

4.1 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 the respective Council/Board. Teaching experience of 2 years is an added advantage.

ii. Duties and Responsibilities

- Conducting lectures, tutorials, seminars and practicals 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/organising workshops, conferences and symposia; and
- Undertaking any other duties that may be assigned by a relevant authority

5. INSTITUTE OF ALLIED HEALTH SCIENCES

5.1 SCHOOL OF DIAGNOSTIC RADIOGRAPHY

TUTORS (4 posts)

i. Qualifications

A Holder of a Bachelor's Degree in 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 the 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 organisation of 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 with 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 29th May, 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