

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



EMPLOYMENT OPPORTUNITIES

Muhimbili University of Health and Allied Sciences (MUHAS) is inviting applications from suitably qualified Tanzanians to be considered for employment to fill a vacant post for a Legal Officer II on contract basis (2 years) as illustrated herein below;

LEGAL OFFICER II - 1 POST

a) Entry Qualifications

Holder of Bachelor Degree in Law (L.L.B) from a recognized University or College. Should have completed a one (1) year internship or attended Law School of Tanzania.

b) Duties and Responsibilities

- (i) To handle documents and correspondences of assigned cases;
- (ii) To deal with all legal routine correspondences addressed to the University;
- (iii) To assist in drafting prescribed legal documents and forms;
- (iv) To liaise with the head of Legal Unit with regards to Legal matters;
- (v) To follow up on documents and proceedings in courts;
- (vi) To offer Legal Opinions to the Head of Unit in all legal matters; and
- (vii) To perform any other related duties as may be assigned by the supervisor.

c) Salary Scale: PGSS 7

GENERAL CONDITIONS FOR THE POST:

- (i) Applicants must be Citizens of Tanzania of not more than 45 Years of Age
- (ii) Applicants must attach an up to date Curriculum Vitae (CV) including a reliable contact postal address, Post code, email address and telephone numbers.
- (iii) Applicants must apply on the strength of the information given in this Advertisement
- (iv) The title of the position applied for shall be written in the subject of the application letter and marked on the envelope.
- (v) Applicants must attach relevant copies of the following certificates:
 - (a) Post Graduate/First Degree/Advanced Diploma, Diploma/Certificates.
 - (b) Post Graduate/First Degree/Advanced Diploma, Diploma/Transcripts.
 - (c) Form IV and Form VI National Examination Certificates.

- (d) Computer Certificates where applicable.
- (e) Professional Certificates from respective councils where applicable.
- (f) One recent passport size picture.
- (g) A copy of Birth Certificate.

- (vi) Form IV and Form VI result slips are strictly not accepted.
- (vii) Applicants shall indicate three reputable referees with their reliable contacts.
- (viii) Certificates from foreign Countries should be verified by Tanzania Commission for Universities (TCU) – {Degree Level} or National Accreditation Council for Technical Education (NACTE) – {Diploma Level} or National Examination Council of Tanzania (NECTA) – {Secondary Education}.
- (ix) Applicants must consider that their Colleges/Universities are recognized and registered by Government Authorities.
- (x) Women are highly encouraged to apply.
- (xi) Only shortlisted candidates will be informed about the date of the interview.
- (xii) Applicants with special needs/ case (disability) are supposed / advised to indicate.
- (xiii) Applicants who have/were retired from the public service for whatever reason should not apply.
- (xiv) Presentation of forged certificates and other information will lead to legal action.
- (xv) Deadline of receiving Applications is **20th March, 2024** and only shortlisted candidates will be informed on the date for Interview.

- (xvi) All applications should be sent to the address below.
- (xvii)

**THE DEPUTY VICE CHANCELLOR - PLANNING, FINANCE AND ADMINISTRATION,
MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS),
P.O. BOX 65001,
DAR ES SALAAM.**