

# MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



## 1.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES

### ESSENTIAL JOB FUNCTIONS

Muhimbili University of Health and Allied Sciences (MUHAS) is seeking for a Business Development Officer to play a key role in business development for MUHAS. The Business Development Officer will drive the implementation of MUHAS Business Development Plan. The Business Development Officer will ensure that strategies are in place to guarantee the availability of financial resources for its core business and sustainability of new partnerships and collaborations.

The Business Development Officer will work under the overall direction of the Chairperson of the MUHAS Resource Mobilization Committee in consultation with the Directorate of Planning, Development and Investment. Responsibilities of the role may be adapted based upon the experience of the successful candidate.

## 2.0 BUSINESS DEVELOPMENT OFFICER – 1 SLOT – RE - ADVERTISED

### 2.1 Duties and Responsibilities

#### Business Development

1. Support the development of a new University Investment portfolio as dictated by MUHAS Business Development Plan strategic priorities.
2. Support the MUHAS Investment portfolio to build a network of entrepreneurs, investors, and small and large businesses which can work with the University.
3. Conduct research and data analysis in preparation for new partnerships and collaborations to identify new leads and potential markets.
4. Contacting potential clients to establish rapport and set up business meetings to promote commercializeable research products of the University.
5. Assist in developing business proposals, negotiating contracts, and act as a direct contact point.

## **Project Proposal Development**

1. Sourcing local and international grants and consulting projects for faculty and assisting with tendering processes.
2. Structure the end-to-end management of a portfolio of grant proposals (including planning, implementation, monitoring, adhering to timelines, budget control, etc.).
3. Manage program reporting, working closely with the program team to write grant reports.
4. Communicate regularly and effectively with various funders and partners during the proposal development processes.
5. Perform any other related duties as may be assigned by the supervisor.

## **2.2 REQUIRED QUALIFICATIONS & EXPERIENCE**

1. Holder of Bachelor Degree from a university recognized by the Tanzania Commission for Universities (TCU), preferably in business administration, economics, finance, marketing
2. Holder of Masters or advanced degree in relevant field (e.g. MBA, business development, marketing, finance, and international business, international development) will be an added advantage.
3. Minimum of five years of relevant professional experience in project management or corporate business management.
4. Strong and demonstrated capacity for organization, management with excellent reporting and coordination skills.
5. Strong leadership, technical competence and professional skills for timely implementation, coordination and management of activities.
6. Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
7. Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with any situation.
8. Openness to change and ability to receive/integrate feedback and interface with external constituents from a variety of backgrounds.
9. Excellent oral and written communication skills, especially in the functional use of Excel, PowerPoint and Word.

## **2.3 REMUNERATION**

**PGSS 8**

## **2.4 GENERAL CONDITIONS FOR THE POST:**

1. Applicants must be Citizens of Tanzania of not more than 45 Years of Age
2. Applicants must attach an up-to-date Curriculum Vitae (CV) including a reliable contact postal address, Post code, email address and telephone number.
3. Applicants must apply on the strength of the information given in this Advertisement

4. The title of the position applied for shall be written in the subject of the application letter and marked on the envelope.
5. 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.
6. Form IV and Form VI result slips are strictly not accepted.
7. Applicants shall indicate three reputable referees with their reliable contacts.
8. 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}.
9. Applicants must ensure that their Colleges/Universities are recognized and registered by Government Authorities.
10. Women are highly encouraged to apply.
11. Only shortlisted candidates will be informed about the date of the interview.
12. Applicants with special needs/ case (disability) are supposed / advised to indicate.
13. Applicants who have/were retired from the public service for whatever reason should not apply.
14. Presentation of forged certificates and other information will lead to legal action.
15. **Deadline for application is 2<sup>nd</sup> August 2024.**
16. The applicant must submit a signed application letter to be addressed to:

**Deputy Vice Chancellor – Planning, Finance and Administration,**

**Muhimbili University of Health and Allied Sciences,**

**P.O.BOX 65001**

**9 United Nations Road,**

**Upanga West, Dar es Salaam.**