

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



Ref. No. CA. 455/524/01

16th September, 2025

VACANCY ANNOUNCEMENT

1.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES

Research and Consultancy are two of the three main pillars of the Muhimbili University of Health and Allied Sciences (MUHAS). Research is governed through MUHAS research policy which is in-line with national research agenda and aligning the regional and global needs. Owing to research capacity building programs, research infrastructure development, policies, a number of research collaborators and therefore sponsored research projects have been growing over the years at MUHAS. This calls for further strengthening of sponsored research implementation procedures including grants application and pre-awarding processes.

To this end, the office of the Deputy Vice Chancellor responsible for Research and Consultancy at MUHAS invites eligible applicants for the post of grant administrator whose duties and responsibilities are detailed below:

1.1 GRANT ADMINISTRATOR - 1 Post

1.1.1 DUTIES AND RESPONSIBILITIES

A. To assist in the pre-award management processes including:

1. Establish processes of exploring and dissemination of funding opportunities to staff,
2. Maintenance and dissemination of a quarterly calendar of known/expected funding opportunities and calls,
3. Adoption and dissemination of known funding cycles from known funders,
4. Formulation of writing teams when a specific call is identified,

5. Coordinate University-wide (multi-discipline) or inter-institutional grants applications,
6. Identify, document, and disseminate the required support for the grants' applications,
7. Be a go to person for clarifications on funding opportunity/application guidance where necessary,
8. Assist research teams to fill out proposal forms based on funder's requirements,
9. Assist with the provision of required supporting documents for grants application,
10. Assist with submission of grant or consultancy proposals as per instructions, and
11. Perform any other specific roles as assigned by the University's management.

1.1.2 QUALIFICATION AND EXPERIENCE

- i) Advanced degree in health-related disciplines, with PhD is of added advantage,
- ii) Proven track record of working with academic or research institutions in areas related to sponsored research projects,
- iii) Experience in leading health research or projects' grant applications,
- iv) Experience of leading implementation of research projects is of added advantage.

1.1.3 Commitment

Proposed Level of Effort: Full time employee (100% Level of Effort)

1.2 GENERAL CONDITIONS:

- i. All applicants must be citizens of Tanzania,
- ii. People with disability are highly encouraged to apply,
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers,
- iv. Applicants should apply on the strength of the information given in this advertisement,

- v. Applicants must attach their **certified** copies of the following certificates:
- Postgraduate/Degree/Advanced Diploma/Diploma/Certificates,
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts,
 - Form IV and Form VI National Examination Certificates,
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, and
 - Birth certificate.
- vi. A signed application letter should be written in English and 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.** Email: dvcpfa@muhas.ac.tz
- vii. Deadline for application is **5th October, 2025.**
- viii. Only shortlisted candidates will be informed about the date for interview and,
- ix. Presentation of forged certificates and other information will necessitate legal action.

**VICE CHANCELLOR
MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)**