



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES
(MUHAS)



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VACANCY ANNOUNCEMENT

1.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)

The Muhimbili University of Health and Allied Sciences (MUHAS) is a Tanzanian Premium Health and Allied Sciences University established in 2007 through Article 1 of the Charter of Incorporation in line with the Universities Act No 7 of 2005. Since its establishment, MUHAS has managed to have a range of programmes in biomedical, clinical and allied health sciences which necessitates increasing of number of staff to perform its intended function. In this context, MUHAS is inviting applications from suitable candidates for various posts as itemized below for teaching the programmes across seven Schools and one academic Institute of the University.

In pursuit of long-term institutional sustainability and reduced reliance on external funding, MUHAS developed and adopted the MUHAS Business Development Plan, which identifies strategic investment areas, commercialization opportunities, and structured partnerships to enhance internally generated revenue. To operationalize this agenda, the University established the MUHAS Business Development Unit (MBDU) under the Office of the Vice Chancellor, with the mandate to coordinate business development, investment oversight, asset commercialization, and public-private partnerships, thereby positioning MUHAS for sustainable growth and impact.

1.1 JOB SUMMARY

The Business Administrative Officer II will be responsible for providing administrative, coordination, and clerical support to the MUHAS Business Development Unit (MBDU) to ensure smooth and efficient day-to-day operations. The officer is expected to support

business development and investment activities through effective records management, coordination of meetings and assignments, logistical support, preparation and filing of documents, and facilitation of internal and external communication, while ensuring timely follow-up on operational tasks in line with the Unit's mandate.

1.1.2 TYPE OF EMPLOYMENT:

This is a full-time contractual employment for a period of two (2) years.

2.1 BUSINESS ADMINISTRATIVE OFFICER II – 1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- (i) Provide administrative support to Analysts and the Business Development Coordinator, including management of schedules, correspondence, and official records;
- (ii) Coordinate logistics for meetings, workshops, trainings, investor engagements, and official missions of the Unit;
- (iii) Maintain accurate filing systems, documentation, and proper archiving of business, investment, and contractual records;
- (iv) Support preparation of reports, presentations, proposals, and briefing notes in collaboration with Analysts;
- (v) Manage office supplies, assets, requisitions, and general administrative needs of the Unit;
- (vi) Serve as a focal point for internal and external communications at the operational level, ensuring timely follow-up and information flow;
- (vii) Assist in tracking action points, deadlines, and deliverables arising from meetings and assignments and;
- (viii) Perform any other related duties as may be assigned in support of MBDU operations.

2.1.2 QUALIFICATION AND EXPERIENCE

Holder of the Bachelor Degree in one of the following fields; Business Administration, Economics, Development Planning, Development Finance and Investment Planning, from a recognized Institution and, at least three (3) years of relevant field.

2.1.3 SALARY:

PGSS. 6.1

GENERAL CONDITIONS

- (i) All applicants must be citizens of Tanzania of an age not above 45 years, except for those who are in Public Service;
- (ii) An applicant with special needs/case (disability) is supposed/advised to indicate for the MUHAS attention;
- (iii) Applicants must attach an up-to-date Curriculum Vitae (CV) including a reliable contact postal address, Post code, email address and telephone numbers;
- (iv) Applicants must apply on the strength of the information given in this Advertisement;
- (v) The title of the position applied for shall be written in the subject of the application letter and marked on the envelope;
- (vi) Applicants must attach relevant copies of the following certificates.
 - (a) Postgraduate/First Degree/Advanced Diploma, Diploma/Certificates.
 - (b) Postgraduate/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 and copy of birth certificate.
- (vii) Form IV and Form VI result slips are strictly not accepted.
- (viii) Applicants shall indicate three reputable referees with their reliable contacts.
- (ix) 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}.
- (x) Applicants must consider that their Colleges/Universities are recognized and registered by Government Authorities.
- (xi) Women are highly encouraged to apply.
- (xii) Applicants who have/were retired from the public service for whatever reason should not apply
- (xiii) Deadline for receiving Applications, by **04th February, 2026**.
- (xiv) Presentation of forged certificates and other information will necessitate legal action.
- (xv) **NOTE: a signed application letter should be written either in Swahili or English and addressed to The Director of Administration and Human Resource Management Muhimbili University of Health and Allied Science (MUHAS) P.O. Box 65001 Dar es Salaam**

All applications must be sent through email address: dhrma@muhas.ac.tz

Only **shortlisted candidates** will be contacted for interviews. Kindly ensure your email and mobile number are well written and active.

Released by:

VICE CHANCELLOR

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)