



THE UNITED REPUBLIC OF TANZANIA

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



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21st January, 2026

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.

1.1 JOB SUMMARY

Internationalization and Convocation Unit (ICU) at MUHAS is responsible to coordinate all foreign and visiting scholars' affairs, manage collaborative links as well as coordinating the University Convocation activities.

1.1.2 TYPE OF EMPLOYMENT

This is a full-time contractual employment for a period of one (1) year.

2.1 RESEARCH ADMINISTRATOR OFFICER II - 1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- (i) Identify and pursue opportunities for academic exchange programs and joint research Initiatives;

- (ii) Develop and implement strategies for international partnerships and collaborations;
- (iii) Coordinate international student recruitment efforts and support services;
- (iv) Organize workshops and seminars to promote internationalization among faculty, staff and alumni;
- (v) Maintain relationships with Government, partner institutions, international; organizations and embassies;
- (vi) Promote University exchange programme activities;
- (vii) Plan, organize, and execute convocation ceremonies, ensuring all logistical arrangements are met;
- (viii) Collaborate with academic departments to gather relevant information for the convocation program;
- (ix) Oversee smooth execution of the Alumni database;
- (x) Data Collection and analysis;
- (xi) Report writing and Presentations;
- (xii) Manage communication with graduates, alumni, and other stakeholders and;
- (xiii) Maintain and update the website and social media accounts of the unit.

2.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Doctor of Medicine (MD), Bachelor of Pharmacy, Doctor of Dental Surgery (DDS), Bachelor of Environmental Health Sciences, Bachelor of Biomedical Engineering, Bachelor of Nursing and Bachelor of Medical and Laboratory Sciences from a recognized reputable university. Applicants should attach a one page write up explaining how you fit in this position and how you will improve alumni and international students' affairs.

2.1.3 SALARY SCALE:

PGSS. 6.1

GENERAL CONDITIONS

- (i) All applicants must be citizens of Tanzania of an age not above 45 years;
- (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) Only shortlisted candidates will be informed about the date of the interview.
- (xiii) Applicants who have/were retired from the public service for whatever reason should not apply
- (xiv) Deadline for receiving Applications, by 31st January, 2026
- (xv) Presentation of forged certificates and other information will necessitate legal action.

(xvi) **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)**