



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
RE-ADVERTISEMENT

1.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS) - PROJECT SUMMARY

- 1.1** This investment is leveraging on the capacity, local and international collaboration of Muhimbili University of Health and Allied Science (MUHAS) as a leading medical university in Tanzania, working closely with Ministry of Health (MoH) and Prime Minister Office, Regional Administration and Local Government (PMO-RALG). Over the years, MUHAS has been working as a policy platform contributing to various national health agendas, aligning with its mission to provide quality training, research, innovative solutions and services in health and related fields for the attainment of equitable socio-economic development of the Tanzanian community and beyond. MUHAS has a role of being a knowledge translation hub (KTH) to support health investment in Tanzania.

The main purpose of the MUHAS MoH Knowledge Translation Hub (MUHAS MOH KTH) will be to establish a responsive and sustainable platform that accelerates the translation of maternal, newborn, child, and neonatal health (MNCNH) evidence into impactful national policies and scaled programs.

1.1.1 DURATION OF THE PROJECT:

This project will be conducted for the period of thirty-six (36) months from November 2025 – 01 September 2028.

1.2 KNOWLEDGE TRANSLATION HUB (KTH) COORDINATOR - 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

(A) Ensures that the KTH is not a “parallel system,” but rather embedded in and reinforcing government structures, while also keeping communication smooth between all actors. Ability to design, set, administer and supervise different assessment items;

- (i) Oversee planning, implementation, and reporting;
- (ii) Liaise with Ministry of Health, PMO-RALG, Technical working groups (TWGs) implementing and development partners;
- (iii) Manage team performance and timelines;
- (iv) Ensure alignment with national MNCNH priorities;
- (v) Facilitate high-level stakeholder engagements;

(B) Government Representation & Alignment

- (i) Ensure alignment with government priorities and smooth coordination;
- (ii) Acts as the catalyst link between the MoH, PMO- RALG and the technical hub;
- (iii) Ensures activities are consistent with national health policies, strategies, and plans;
- (iv) Facilitates alignment with the Health Sector Strategic Plan (HSSP) and other frameworks.

(C) Coordination & Communication.

- (i) Channels communication between MoH and PMO- RALG departments, implementing and development partners, and stakeholders;
- (ii) Coordinates meetings, policy dialogues, and technical working groups;
- (iii) Helps prevent duplication by ensuring activities complement ongoing MoH efforts.

(D) Policy & Technical Support.

- (i) Provides technical input from the KTH's perspective;
- (ii) Supports evidence generation and synthesis into policies and guidelines;
- (iii) Ensuring government priorities are reflected in project outputs.

(E) Monitoring & Accountability

- (i) Tracks progress in line with KTH and MoH indicators;
- (ii) Reports regularly to the university and Ministry on hub activities;
- (iii) Ensures accountability and transparency in use of resources.

(F) Facilitation & Advocacy.

- (i) Advocates within the university, Ministry and beyond for uptake of KTH recommendations in collaboration with other partners;
- (ii) Facilitates policy approvals, clearances, and endorsements;
- (iii) Builds ownership to support scale-up and sustainability.

(G) Perform any other duties that may be assigned by a relevant authority.

1.2.2 QUALIFICATION AND EXPERIENCE

- (i) A Master/equivalent of Maternal and Child Health, Public Health, Health Policy, Health Systems, Epidemiology, Global Health, or a related field from a recognized institution; A PhD of the same cadre will be added advantage.
- (ii) A clinical background (e.g., medicine, nursing, midwifery, or allied health sciences);
- (iii) Additional training in knowledge translation, implementation science, health policy analysis, or monitoring and evaluation is desirable;
- (iv) Minimum of 3 years' experience in maternal, newborn and child health (MNCH) programs, health systems strengthening, research coordination, or policy-oriented initiatives;
- (v) Demonstrated experience coordinating multi-stakeholder platforms, including government institutions, academic partners, development partners, and implementing organizations;
- (vi) Proven experience in knowledge translation, evidence synthesis, policy briefs development, or facilitating policy dialogues;
- (vii) Experience working with Government Ministries, particularly Ministries of Health, and familiarity with national policy and planning processes;
- (viii) Familiarity with monitoring, evaluation, and learning (MEL) approaches;
- (ix) Excellent leadership, coordination, and facilitation skills;
- (x) Strong written and verbal communication skills, including policy writing and presentation;

- (xi) Ability to work effectively across academic, clinical, and policy environments;

1.2.3 SALARY

A competitive remuneration package will be offered to the successful candidate.

GENERAL CONDITIONS

- (i) Applicants must be Citizens of Tanzania;
- (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 **02nd March, 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: dhurma@muhas.ac.tz

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

Join us in strengthening quality maternal, newborn and child health and improving outcomes for mother and babies in Tanzania!

Released by:

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