



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES
(MUHAS)



P.O. Box 65001
Dar es Salaam.

Tel. G/Line: +255-22-2150302/6
Telefax: +255-22-2150465
E-mail: vc@muhas.ac.tz

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VACANCY ANNOUNCEMENT

1.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)

Muhimbili University of Health and Allied Sciences (MUHAS) is a premier public university in Tanzania established in 2007 under the Universities Act No.7 of 2005. In addition to its core mandate of teaching, research, and consultancy, the University is committed to strengthening institutional sustainability through enhanced resource mobilization, commercialization of assets, and strategic partnerships.

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 public–private partnerships aimed at enhancing internally generated revenue.

To operationalize this agenda, the University established the MUHAS Business Development Unit (MBDU) under the Office of the Vice Chancellor. The Unit is mandated to coordinate business development initiatives, investment oversight, asset commercialization, stakeholder engagement, and partnership development to support the University's growth and impact.

MUHAS therefore invites applications from suitably qualified candidates to fill the following positions under the MUHAS Business Development Unit (MBDU):

1.1 BUSINESS DEVELOPMENT OFFICER II – 1 POST

1.2 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.

1.2.1 TYPE OF EMPLOYMENT:

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

1.2.2 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.
- viii. Perform any other related duties as may be assigned in support of MBDU operations.

1.2.3 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.

1.2.4 SALARY:

PGSS. 6.1

2 PUBLIC RELATIONS OFFICER II – 1 POST

2.1 JOB SUMMARY

The Public Relations Officer II will be responsible for supporting communication, publicity, and stakeholder engagement initiatives of the MUHAS Business Development Unit (MBDU) to enhance institutional visibility, promote business and investment activities, and strengthen MUHAS' corporate image in line with its commercialization and sustainability agenda.

The Officer will support media relations, branding, event promotion, digital communication, and public engagement activities that position MUHAS as a strategic academic, research, and investment partner.

2.2 DUTIES AND RESPONSIBILITIES

The Public Relation Officer will perform the following duties:

- i. Support the promotion and visibility of MUHAS business development initiatives, investment projects, and commercialization activities under MBDU.
- ii. Assist in managing institutional exhibitions, investor forums, conferences, seminars, and official ceremonies related to business and partnership development.
- iii. Assist in coordinating media relations, press releases, and publicity materials related to MBDU initiatives.
- iv. Support management of digital platforms and social media channels to enhance visibility of MUHAS investment and commercialization activities.
- v. Assist in the production of communication materials including brochures, newsletters, reports, multimedia content, and promotional materials.
- vi. Coordinate photographic and audiovisual documentation of MBDU activities and events.
- vii. Facilitate communication with stakeholders including government institutions, private sector partners, investors, and development partners.
- viii. Support branding and corporate identity consistency across all MBDU communication outputs.
- ix. Perform any other related duties as may be assigned by the Head of MBDU.

2.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Journalism, Mass Communication, Public Relations, Business communication from a recognized institution. With at least three (3) years of relevant work experience.

2.4 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) 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 **8th May, 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 relevant documents must be compiled and submitted as a single, consolidated PDF document.

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.

Released by:

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