



EMPLOYMENT OPPORTUNITIES

The Catholic University of Health and Allied Sciences (CUHAS), owned by the Tanzania Episcopal Conference (TEC), provides training for over 3,000 students. CUHAS is currently running programmes in Doctor of Philosophy (PhD), Master of Medicine (MMed), Master of Public Health (MPH), Master of Science in Pediatric Nursing (MSc.PN), Master of Science in Clinical Microbiology and Molecular Biology (MSc. CMDMB), Master of Science in Epidemiology and Biostatistics (MSc. EB), Doctor of Medicine (MD), Bachelor of Pharmacy (BPharm), Bachelor of Science in Nursing Education (BSc.NED), Bachelor of Science in Nursing (BSc.N), Bachelor of Medical Laboratory Sciences (BMLS), Bachelor of Science in Medical Imaging and Radiotherapy (BSc.MIR), Diploma in Pharmaceutical Sciences (DPS), Diploma in Medical Laboratory Sciences (DMLS) and Diploma in Diagnostic Radiography (DDR). CUHAS is looking for highly qualified and motivated individuals to fill the following positions:

1. PRINCIPAL ACCOUNTANT II

i. Qualifications

- Holder of master's degree or equivalent in Accounting, Finance, or its equivalent from a recognized University/ Institution PLUS a recognized professional accountancy qualification {CPA(T)} or its equivalent with at least six years work experience in a similar position in a reputable organization/ institution.
- Holder of Diploma in IPSAS will have added advantage. The applicant must be registered with NBAA in good standing in the category of Associate or Fellow.

ii. General Attributes

- Fluent in both written and spoken Swahili and English,
- Good Computer skills,
- Excellent communications, presentational and organizational skills,
- Adherence to professional ethics and integrity,
- Personal organization and planning skills,
- Capable of rigorous analytical approach and results oriented,
- Adaptability, Flexible and stress resistant,
- The ability to work in a team and independently,
- The ability to work under minimum supervision.

iii. Duties and Responsibilities

- To participate in reviewing policies pertaining to accounting and financial system such as financial regulation and manuals,
- To prepare draft final accounts and coordinate External Auditing,
- To interpret financial regulations,

- To implement directives on financial matters and provide relevant financial advice,
- To participate in implementing of all accounting functions,
- To participate and supervise preparation of budgets, that is, estimates of income and expenditure,
- To monitor and supervise bank reconciliations including final accounts reconciliations,
- To carry out accounting functions in accordance with financial regulations,
- To control capital and recurrent expenditure,
- To supervise posting of subsidiary registers for debtors, creditors and fixed assets,
- To prepare bank and final accounts reconciliation,
- To prepare schedules, statements and other information for management and auditors,
- To ensure proper maintenance of Fixed Assets Register,
- To perform any other related duties assigned by the senior officer.

2. SENIOR PROCUREMENT/SUPPLIES OFFICER II

i. Qualifications

Holder of a Master's Degree in Procurement/Logistics or related studies and full CPSP/IPS Certificate or equivalent qualifications and has been registered by PSPTB (NBMM) as Approved Stock Verifier/ Procurement Officer or its equivalent qualifications with at least three years' work experience in related field in a reputable organization/Institution.

ii. General Attributes

- Fluent in both written and spoken Swahili and English,
- Good Computer skills,
- Excellent communications, presentational and organizational skills,
- Adherence to professional ethics and integrity,
- Personal organization and planning skills,
- Capable of rigorous analytical approach and results oriented,
- Adaptability, Flexible and stress resistant,
- The ability to work in a team and independently,
- The ability to work under minimum supervision.

iii. Duties and responsibilities

- Review procurement documents and prepare orders,
- Negotiate contracts with suppliers in accordance to Institutional policies and regulation,
- Develop and monitor cost-reduction strategies (cost control plans),
- Develop, maintain, and monitor inventory control and procedures,
- Develop, review, implement and monitor policies and procedures pertaining to purchasing, supplies and store keeping,
- Develop and implement systems to monitor vendor and supplier performance in collaboration with other internal stakeholders,
- Develop and implement IT policy within the procurement department,
- Understand, analyze, and evaluate organizational procurement requirements for goods and services,
- Develop and maintain strong relationships with vendors, subcontractors, and suppliers,

- Encourage continuous improvement in competitive bidding practices,
- Track and schedule all materials, equipment, and personnel purchase orders,
- Track inventory levels and manage purchasing activities,
- Review supplier proposals and invoices in accordance to Institutional policies and regulation,
- Discuss and analyze material and equipment needs with architects and engineers,
- Track and report budgets on monthly basis (budget variance, and actual budget),
- Attend supplier meetings,
- Coordinate with staff, operations personnel, and outside agencies to ensure materials, equipment, and services are available when needed,
- Carries out clearing and forwarding activities,
- Preparing weekly, monthly and quarterly purchasing and stores returns,
- Assist with contract preparation and management in collaboration with user department and legal unit,
- Performs any other related duties as may be assigned.

3. QUALITY ASSURANCE OFFICER

i. Qualifications

- An undergraduate degree or its equivalent qualification with a Master's Degree in Monitoring and Evaluation/ Educational Management and Planning/ Master of Education in Administration, Planning, Policy & Studies or its equivalent qualifications from a recognized institution.
- Significant experience of academic administration in higher education.

ii. General Attributes

- Excellent interpersonal skills, and the ability to work with staff and form good relationships with colleagues at all levels of the University,
- Excellent written and verbal communication skills;
- Excellent organisational and workload management skills,
- Knowledge and experience of regulatory frameworks in Higher Education,
- Experience of working with external quality assurance agencies, professional bodies and/or collaborative partners,
- Ability to analyse and understand complex regulatory and procedural documentation and quality issues,
- Excellent report and minute writing skills,
- Adherence to professional ethics and integrity,
- Ability to priorities workload, exercise good time-management and the ability to work to deadlines, and excellent organizational skills,
- Ability to pay close attention to detail,
- Good customer-oriented skills,
- Ability to work under pressure,
- Adaptability, flexible and stress resistant,
- The ability to work in a team and independently,
- The ability to work under minimum supervision,
- Ability to exercise initiative and be proactive,
- Excellent IT skills – using MS-Office, email, internet, video conferencing, virtual learning environments and statistical packages.

iii. Duties and Responsibilities

The Quality Assurance Officer will be responsible for ensuring that the University's academic policies and regulations are applied consistently and in accordance with the regulatory bodies' quality assurance requirements as provided by TCU/NACTVET as well as operational management Quality Assurance improvement as per institutional policies and regulations.

Specific duties and responsibilities

- Liaising with Schools/Faculties/Directorates to provide advice and guidance to staff on all aspects of the University's quality assurance policies and requirements and supporting relevant external quality reviews,
- Providing advice and guidance to programme approval and review committees to ensure due process is followed and definitive programme documentation is completed,
- Administration of the annual review and monitoring processes,
- Responsible for maintaining core programme documentation and uploading onto the University website,
- Manage the University's internal and external student surveys for promotion of surveys and data collection/presentation,
- Supporting the University's governance structure, managing the governance calendar and record keeping,
- Developing and maintaining excellent relationships with staff and students to ensure consistent application of regulations, policies and procedures, advising/briefing/training staff and/or students as necessary,
- General administrative duties to include minute taking, diary management, coordinating internal and external meetings, assistance with presentation preparation, room and travel arrangements,
- To provide administrative support to the academic activities during peak periods,
- Performs any other related duties as may be assigned.

4. GENDER DESK OFFICER

i. Qualifications

A Masters Degree in Gender Studies, Gender Economics, Sociology, Social Work, Development Studies, Counseling and other related fields or its equivalent qualifications from a recognized Institution with a GPA of at least 3.5 for undergraduate and at least 4 or overall grade of B+ for masters.

ii. Required skills and experience:

- At least 3 – 5 years direct experience in gender related work,
- Ability to evaluate and integrate targets and objectives into broader program strategies,
- Technical capacity on training, Advocacy, networking & partnership, communications skills, interpersonal skills, planning skills, monitoring and evaluation skills,
- Experience of working on gender issues,
- Fluency in written and spoken in English and Kiswahili is mandatory,
- Computer proficiency in MS word, excel, and power point, email etc,
- Knowledge / sufficient awareness of the relevant Acts and regulations,
- Having knowledge & exposure to Counseling will be an added advantage.

iii. Personal Qualities

- Exceptional verbal and written communication skills,
- Ability to interact with staff and students at various levels,
- Ability to work under pressure, and handle confidential and sensitive information,
- Ability to work in teams and at the same time independently and prioritise own workload.

iv. Duties and Responsibilities

- To receive and counsel and clients registering confidential cases in the Gender Desk,
- To investigate and/or seeks resolutions to allegations of unfair gender discrimination, sexual harassment or sexual offences and refer them to the appropriate authority as per guidelines,
- To keep records on a weekly basis and generate reports,
- To keep and generate data for internal and external reports,
- To planning and coordinating Gender Desk activities within Bugando,
- To Organize sensitization sessions/educational programmes regarding the institutional Gender Policy, National Gender Policy and the Gender Desk for various stakeholders within the institutions (staff, students, clients and others),
- To prepare sensitization and educational materials for relevant targeted stakeholders of the Gender Desk,
- To recommend to the management any necessary action to improve the effectiveness of the Gender Desk,
- To drive initiatives to enhance awareness and communication on general gender issues and a safer working and learning environment,
- To prepare monthly and quarterly reports to submit to the Managements (CUHAS/BMC) and the Government,
- To consult and cooperate with the Gender Desk Champions and embark on advocacy activities that promote a conducive environment for all stakeholders,
- To Carry out any relevant activities provide technical support to the University and Hospital Managements as required,
- To perform any other duties as may be assigned by the employer.

REMUNERATION

Successful candidates will be offered competitive packages and benefits in accordance with their qualifications and experience as per the CUHAS Scheme of Service.

APPLICATIONS

- All applicants must be Citizens of Tanzania.
- Applications must be typed in English.
- All application letters must be accompanied by detailed and current curriculum vitae, all relevant certificates and full transcripts. **For applicants with foreign certificates, a recognition by TCU must be attached.**
- Names and valid addresses (and phone numbers or emails) of 3 credible referees must be provided.
- **For applicants sending their applications through email, all documents must be attached as one PDF document.**
- The deadline is **Friday 30th June, 2023 at 04:30 pm.**
- Applications must be addressed and sent to:

**VICE CHANCELLOR,
CATHOLIC UNIVERSITY OF HEALTH AND ALLIED SCIENCES (CUHAS),
P.O. BOX 1464,
MWANZA,
TANZANIA.**

Or E-Mail to: recruitment@cuhas.ac.tz