

## MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



16<sup>th</sup> January 2024

### EMPLOYMENT OPPORTUNITY

Muhimbili University of Health and Allied Sciences (MUHAS) is inviting applications from suitably qualified Tanzanians to be considered for employment to fill vacant posts for the Institute of Traditional Medicine on contract basis (2 years) as illustrated herein below;

#### ASSISTANT CLINICAL OFFICER- 1 POST

##### a. Entry Qualifications

Holder of certificate in Clinical Medicine from NACTE, must be registered by the respective Professional Board, he or she must be computer literate and a working experience in herbal medicines will be an added advantage.

##### b. Duties and Responsibilities

- i. Provide counseling to the clients before dispensing herbal medicines.
- ii. Give health education to clients.
- iii. Sell herbal medicines and keep sell records
- iv. Maintains and updates inventory of herbal medicines in the dispensing unit.
- v. Keep records of clients visiting at ITM for consultation and/or purchase of herbal medicines
- vi. Performs any other Duties and Responsibilities within the scope of practice as assigned by the Head of section

##### c. Salary scale: POSS I

## **GENERAL CONDITIONS FOR THE POST:**

- (i) Applicants must be Citizens of Tanzania of not more than 45 Years of Age
- (ii) Applicants must attach an up to date Curriculum Vitae (CV) including a reliable contact postal address, post code, email address and telephone numbers.
- (iii) Applicants must apply on the strength of the information given in this Advertisement
- (iv) The title of the position applied for shall be written in the subject of the application letter and marked on the envelope.
- (v) Applicants must attach relevant copies of the following certificates.
  - (a) Academic Certificates.
  - (b) Academic Transcripts
  - (c) Form IV and Form VI National Examination Certificates if available.
  - (d) Computer Certificates where applicable.
  - (e) Professional Certificates from respective councils where applicable.
  - (f) One recent passport size picture and copy of birth certificate.
- (vi) Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will lead to legal action.
- (vii) Applicants shall indicate three reputable referees with their reliable contacts.
- (viii) Applicants must consider that their Colleges/Universities are recognized and registered by Government Authorities.
- (ix) Only shortlisted candidates will be informed about the date of the interview.
- (x) Applicants with special needs/ case (disability) are supposed / advised to indicate.
- (xi) Applicants who have/were retired from the public service for whatever reason should not apply.
- (xii) Deadline of receiving Applications is **23<sup>rd</sup> January, 2024** and only shortlisted candidates will be informed on the date for Interview.
- (xiii) Presentation of forged certificates and other information will necessitate to legal action
- (xiv) All applications should be sent to the address below.

**THE DIRECTOR – THE INSTITUTE OF TRADITIONAL MEDICINE,  
MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES – MUHAS,  
P.O. BOX 65001,  
DAR ES SALAAM - TANZANIA.  
E-MAIL: [ditm@muhas.ac.tz](mailto:ditm@muhas.ac.tz)**

# MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



## INTERNATIONALIZATION AND CONVOCATION UNIT INTERNSHIP OPPORTUNITY

Muhimbili University of Health and Allied Sciences (MUHAS) is inviting applications from suitably qualified Tanzanian to be considered for internship placement at the Internationalization and Convocation Unit (ICU) at MUHAS

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

### 1. INTERN: 2 POSTS

Location: MUHAS

Duration: 1 year

Internship status: Full time

Reports To: Head of Unit

#### a) Responsibilities:

1. Assist in planning weekly schedule of activities of the unit.
2. Assist in preparing meetings, and workshops and reports.

3. Assist in coordinating scholars' exchange and related institutional students' link programmes.
4. Assist in facilitating development of joint activities between the University and collaborating institutions.
5. Assist in promoting University exchange programme activities., including drafting media plan for the unit.
6. Assist in facilitating elective studies, course and short-term training in the department, school, institute, or directorate.
7. Assist in coordinating activities of the University Convocation for furtherance of the objectives and functions of the University.
8. She/ he will be responsible to the head of unit and will perform additional duties as designated.

**b) Competences:**

1. Excellent organization and communication skills required, with the ability to problem-solve and multi-task in a high-volume environment.
2. Able to work independently with excellent time management skills.
3. Strong attention to detail and ability to see through and exercise judgement.
4. Strong interpersonal skills ability to effectively interact across all levels of staff and international team.
5. Team oriented and flexible, ability to respond quickly to shifting demands and opportunities.
6. Good command of the English and Swahili languages, both written and verbal.
7. He/she must be computer literate (Ms office, word, excel)
8. Ability to use a statistical software.
9. Being a graduate from **MUHAS** is an added advantage.

## **CONDITIONS FOR THE POST:**

- (i) Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact postal address, email address and telephone numbers.
- (ii) 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.
- (iii) Applicants should apply on the strengths of the information given in this advertisement.
- (iv) Remuneration for this position will be in accordance with government rates for interns.
- (v) Send your application to: [elective@muhas.ac.tz](mailto:elective@muhas.ac.tz) and copy [muhas.convocation@gmail.com](mailto:muhas.convocation@gmail.com) with subject Internship Application
- (vi) Send your application by 26<sup>th</sup> January 2024
- (vii) Only shortlisted candidates will be contacted