

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 and copy muhas.convocation@gmail.com with subject Internship Application
- (vi) Send your application by 26th January 2024
- (vii) Only shortlisted candidates will be contacted