



## **MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES EMPLOYMENT OPPORTUNITY**

Muhimbili University of Health and Allied Sciences (MUHAS) is inviting applications from suitably qualified Tanzanian to be considered for employment to fill vacant post for the Internationalization and Convocation Unit (ICU) at MUHAS on contract basis (1 year) as illustrated herein below;

### **1.0 INTERNATIONALIZATION AND CONVOCATION OFFICER: 1 SLOT**

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.

The internationalization and convocation officer will work full time under the direction and reporting to head of internationalization and convocation unit. Place of work will be at MUHAS Upanga

### **2.0 DUTIES AND RESPONSIBILITIES**

#### **a) Internationalization Responsibilities:**

1. Identify and pursue opportunities for academic exchange programs and joint research initiatives
2. Develop and implement strategies for international partnerships and collaborations
3. Coordinate international student recruitment efforts and support services.
4. Organize workshops and seminars to promote internationalization among faculty, staff and alumni.
5. Maintain relationships with Government, partner institutions, international organizations and embassies.
6. Promote University exchange programme activities

## **b) Convocation Responsibilities:**

1. Plan, organize, and execute convocation ceremonies, ensuring all logistical arrangements are met.
2. Collaborate with academic departments to gather relevant information for the convocation program.
3. Oversee smooth execution of the Alumni database
4. Manage communication with graduates, alumni, and other stakeholders
5. Maintain and update the website and social media accounts of the unit

## **3.0 REQUIRED QUALIFICATIONS AND EXPERIENCE**

1. Holder of Bachelor Degree from a university recognized by the Tanzania Commission for Universities (TCU), preferably in the field of International Relations, Education, Business Administration, Public Relations, Communications and Marketing, or related degree.
2. Holder of Masters or advanced degree will be an added advantage
3. Minimum of three years of relevant professional experience in project management or international relations, higher education administration, or event management
4. Strong and demonstrated capacity for organization, management with excellent reporting and coordination skills.
5. Strong leadership, technical competence and professional skills for timely implementation, coordination and management of activities.
6. Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
7. Openness to change and ability to receive/integrate feedback and interface with external constituents from a variety of backgrounds.
8. Excellent oral and written communication skills, especially in the functional use of Excel, PowerPoint and Word.

## **4.0 REMUNERATION**

Remuneration for this position will be PGSS 6

## **5.0 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, 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) Postgraduate/First Degree/Advanced Diploma, Diploma, Certificates.
  - (b) Postgraduate/First Degree/Advanced Diploma, Diploma, Transcripts
  - (c) Form IV and Form VI National Examination or alternative 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.
  - (g) Birth Certificates
- (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) 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}.
- (ix) Applicants must consider that their Colleges/Universities are recognized and registered by Government Authorities.
- (x) Women are highly encouraged to apply.
- (xi) Only shortlisted candidates will be informed about the date of the interview.
- (xii) Applicants with special needs/ case (disability) are supposed / advised to indicate.
- (xiii) Applicants who have/were retired from the public service for whatever reason should not apply
- (xiv) Deadline of receiving Applications by 11th October 2024 and only shortlisted candidates will be informed on the date for Interview.
- (xv) Presentation of forged certificates and other information will necessitate to legal action
- (xvi) Send your application to: [muhas.convocation@gmail.com](mailto:muhas.convocation@gmail.com) and copy [icu@muhas.ac.tz](mailto:icu@muhas.ac.tz)