



Catholic University of Health and Allied Sciences

EMPLOYMENT OPPORTUNITY

The Catholic University of Health and Allied Sciences (CUHAS), owned by the Tanzania Episcopal Conference (TEC), provides training for over 3,500 students. CUHAS is currently running programmes in Doctor of Philosophy (PhD), Master of Medicine (MMed) in various clinical disciplines, Master of Public Health (MPH), Master of Science in Pediatric Nursing (MSc.PN), Master of Science in Clinical Microbiology and Diagnostic 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 position:

Position Title: Director Information Communication Technology (ICT)

Reports to: Deputy Vice Chancellor Planning, Finance and Administration as well as the Deputy Vice Chancellor ARC and the Vice Chancellor

Duty Station: Mwanza

Main purpose of the job

To plan, coordinate and develop the provision and delivery of information services technology to meet communications, information processing, storage and retrieval needs of the University to enhance the cost-effective delivery of the academic and administrative services objectives. Management of information and to advise the University Community on the adoption of IT standards, strategies, and policies to improve the university technology performance and data security.

Key Roles and Responsibilities

Please note that this job posting outlines the primary responsibilities and role. It does not define or limit the specific tasks that may be assigned. This document is not intended to be a contract of employment. Management reserves the right to review and amend these responsibilities at any time.

The key responsibilities include but not limited to:

1. Provide leadership and management to the ICT team to ensure smooth operations of all technological systems and functions.
2. Establish and monitor achievement of individual, sectional and directorate performance objectives.
3. Advise on development and implementation of IT strategies and long-term IT plans as an integral part of the University's academic and administrative activities to enhance efficiency, cost effective delivery of services, communications and utilisation of resources.
4. Advise on technical policy issues affecting utilisation of IT solutions and the type of hardware, network and software platforms and protocols to be used by the University to provide long-term cost-effective technologies to enhance the delivery of reliable academic and administrative services.
5. Prepare draft capital and recurrent expenditure budgets for approval, controls and authorises expenditure against approved budget, Monitors expenditure against budget accounts for variances to ensure maximum return on all technological investments.
6. Identify, evaluate and recommend appropriate technical standards for information technology components of the University to ensure overall connectivity and maintenance.

7. Initiate, coordinate and manage IT feasibility studies to determine IT development proposals and prepares detailed project specifications for inclusion in tender documentation; carries out technical evaluation of tenders for submission of IT projects, hardware, software, etc and recommends acceptance of tenders.
8. Establish, recommend, implement and evaluate new IT technologies and operational procedures to ensure availability and reliability of network, data integrity and security, and access control to improve efficiency and productivity.
9. Establish and enforce security and data protection protocols to prevent cyber-attacks and data breaches.
10. Advise on information and communication access and security issues to ensure that protection and security of information is consistent with the needs of the university community and freedom of information.
11. Design and ensure implementation of appropriate disaster preparation plans and data recovery to protect data and information.
12. Initiate consultative fora to stimulate interest in IT development and appropriate responses to end-user requirements.
13. Establish appropriate professional structures, personnel and training programmes to enhance the capability and understanding of end-users in Information Technology, and specific applications to maximise utilisation of available technology and end-user demand for development.
14. Liaise with local, regional and international communication providers to ensure that the University Community's information driven communication needs are met;
15. Ensure the availability and reliability of all technological systems and infrastructure (hardware, software, and network systems) to ensure its optimum performance by;
 - Managing the technical support of application software,
 - Participation in software and hardware selections,
 - On-going market surveys and
 - Upgrading of software in accordance with licence agreements;
16. Organise and co-ordinate end-user support services by establishing and supervision of appropriate roles, contacts with suppliers and maintenance contract conditions. Ensures that adequate technical support is available at all times to provide service excellence to end-users.
17. Constant monitoring developments in IT to ensure that the University optimises utilisation of available technologies in a cost-effective manner by;
 - Staying up-to-date with industry trends and developments,
 - Fostering a culture of innovation, creativity, and continuous improvement within the IT department and across the university.
18. Represents the University on IT related initiatives - particularly related to an academic and teaching environment and prepares necessary technical reports, etc as required.
19. Undertake any other related duties and responsibilities as directed by Supervisor.

Qualifications and Experience

- Holder of Master's degree or equivalent in Computer Sciences, Information Technology, Data Management or its equivalent from a recognized University/ Institution.
- Certification in Cisco Certified Network Associate (CCNA), Microsoft Certified Systems Developer (MCSD), or Microsoft Certified Systems Engineer (MCSE) or its equivalent will be an added advantage.
- Minimum of three years' work experience in a similar position in a reputable organization/ institution (preferably in an academic environment).

- Experience in the development and operation of wide range of communications and business-related applications WAN & LAN network development and management, and IT project management.
- Experience in the management of professional staff and budgetary control is also essential
- Strategic mindset with ability to lead, inspire and achieve results in a challenging context.
- Demonstrated managerial, supervisory and leadership skills.
- Excellent knowledge of and skills in the use of integrated IT accounting systems, HR and Payroll packages, Students information systems etc. (e.g. Sage and Norming, OSIM)

Remuneration

CUHAS offers a competitive compensation package and benefits in accordance with individual qualifications and experience as per the CUHAS Scheme of Service.

How to Apply

- 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 **Monday 30th June, 2025 at 04:30 pm.**
- Only short-listed candidates will be contacted.
- 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