



EMPLOYMENT OPPORTUNITIES

The Catholic University of Health and Allied Sciences (CUHAS), owned by the Tanzania Episcopal Conference (TEC), is a reputable higher learning institution providing training to over 3,500 students. The University offers a wide range of academic programmes at diploma, undergraduate, and postgraduate levels, including 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 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 seeking highly qualified, competent, and motivated individuals to fill the following positions:

1. THE WEILL BUGANDO SCHOOL OF MEDICINE

1.1 TUTORIAL ASSISTANT

DEPARTMENT OF PSYCHIATRY	- 2 POSTS
DEPARTMENT OF GENERAL SURGERY	- 1 POST
DEPARTMENT OF CRITICAL CARE	- 1 POST
DEPARTMENT OF PEDIATRICS AND CHILD HEALTH	- 1 POST

i. Qualifications:

A Holder of MD or equivalent degree and a score of at least B in the relevant subject and a GPA of 3.5 and above. The applicant must be registered with the Medical Council of Tanganyika (MCT) or the respective professional Council/Board.

ii. Duties and Responsibilities

This is a training position. However, the Tutorial Assistant may be required to perform the following duties:

- Conducting Tutorials for undergraduate students.
- Supervising seminars,
- Teaching Certificate and Diploma Courses where assigned.
- Marking non-assessed coursework assignments and provide feedback,

- Respond to student queries on the content and delivery of a module and offer academic advice where necessary.
- Supervise the work of students where appropriate,
- Ensure that the preparation of materials and equipment required during classes is available and where appropriate assist in the assembling and dismantling of laboratory apparatus,
- Work with other demonstrators and tutorial assistants to ensure that practical classes run effectively and according to timetable requirements
- Performing any other duties as may be assigned from time to time.

2. INSTITUTE OF ALLIED HEALTH SCIENCES

2.1 SCHOOL OF DIAGNOSTIC RADIOGRAPHY

TUTORS (4 posts)

i. Qualifications

A Holder of a Bachelor's Degree in Medical Imaging or equivalent qualifications with a score of at least B in the relevant subject with a GPA of 3.5 and above. The applicant must be registered by the respective professional Council/Board.

ii. Duties and Responsibilities

- Teaching diploma students
- Prepare materials and equipment required for practical exercises and class sessions
- Conducting practical exercises for students in the department under close supervision
- Assist in all technical duties requiring a higher degree of planning, design and organisation of practicals for diploma and undergraduate students
- Assist in research and development activities, including consultancy activities
- To plan and supervise maintenance of Laboratory facilities/equipment
- To assist seniors with administrative duties
- Perform any other assignments as may be assigned to him by his seniors

3. STUDENT WELFARE DEPARTMENT

3.1 Position: SENIOR WARDEN I

1 POST

i. Qualification

Holder of a Master's Degree in Education, Education Management, Psychology, Counselling, Sociology, Social Welfare and Home Economics or relevant equivalent from a recognized University/Institution, with with at least three (3) years' relevant work experience in a similar position in a reputable institution, gained after the Master's degree.

ii. Other skills

- Fluent in both written and spoken Swahili and English.
- Good Computer skills.
- Excellent communication, presentational and organizational skills.
- 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**

- 1) Handle students' social-welfare cases.
- 2) Disseminate the University's directives to students.
- 3) Maintain accurate records on students' welfare.
- 4) Identify behavioural trends that may require action.
- 5) Administer students' welfare services.
- 6) Facilitate activities of the Students' Organisation.
- 7) Participate in career guidance and counselling of students.
- 8) Help maintain a conducive learning environment.
- 9) Deal with students' disciplinary matters.
- 10) Assist students in securing permits from relevant authorities.
- 11) Present students' needs to the Dean of Students and other responsible University authorities.
- 12) Guide students in observing University By-Laws and Regulations.
- 13) Assist the Dean of Students to organise and implement the orientation programme for new students, in collaboration with other departments.
- 14) Develop extracurricular programmes with the Students' Organisation to promote students' personal growth and development.
- 15) Participate in developing and coordinating policies and procedures related to students' welfare.
- 16) Supervise and monitor cleanliness of the hostel and the surrounding environment.
- 17) Perform any other related duties as may be assigned by the reporting officer.

3.2. **Position: ATTENDANT I**

1 POST

i. **Qualification**

Holder of a National Form IV/VI Certificate with passes in English and Kiswahili plus Basic Certificate in Home Economics, Electrical, Masonry or Plumbing from VETA or any other recognized institution.

ii. **Other skills**

- Good computer skills.
- Personal organisation and planning skills.
- Ability to follow safety rules.
- Report-writing skills.

iii. **Duties and Responsibilities**

- 1) Supervise daily cleaning of student hostels (common areas) and restrooms.
- 2) Supervise outdoor cleaning.
- 3) Carry out minor repairs, including replacement of light bulbs, door locks and other minor works.
- 4) Conduct periodic inspection of utilities, including at the start and end of academic sessions.

- 5) Prepare reports on events concerning student hostels and residents.
- 6) Promote health and safety in and around the hostels.
- 7) Ensure maintenance and supply of equipment and cleaning materials.
- 8) Assist in keeping and maintaining proper residence records.
- 9) Assist in ensuring security in and around student hostels and residences.
- 10) Assist in enforcing students' rules and regulations.
- 11) Perform any other related duties as may be assigned by the reporting officer

Remuneration

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

MODE OF APPLICATION

Interested candidates should send the signed application letter, a detailed curriculum vitae (CV), photocopies of certificates and transcripts, names and valid addresses (including phone numbers and email addresses of three (3) credible referees).

General Conditions

- All applicants must be Citizens of Tanzania.
- Applications must be typed in English.
- **Applicants with foreign university awards must attach a recognition letter from the Tanzania Commission for Universities (TCU).** Applicants with foreign diploma awards must attach recognition from the National Council for Technical and Vocational Education and Training (NACTVET), as applicable.
- **Email applications must be sent as a single PDF file. The email subject line should state the post applied for,** for example: "Application for Tutorial Assistant – Psychiatry" or "Application for Senior Warden I".
- Applications may be submitted in hard copy or by email to the addresses below.
- **Only shortlisted candidates will be contacted.**
- Late, incomplete or canvassed applications will not be considered.
- The deadline for receipt of applications is **Thursday, 15th October 2026 at 4:30 p.m.**

Applications must be addressed and sent to:

VICE CHANCELLOR

Catholic University of Health and Allied Sciences (CUHAS)

P.O. Box 1464

Mwanza, Tanzania

or by email to: recruitment@cuhas.ac.tz

*Issued by Directorate of Human Resources Management and Administration at Mwanza
on Thursday, 1st October, 2026.*