



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES
(MUHAS)



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VACANCY ANNOUNCEMENT

1.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS) - PROJECT SUMMARY

1.1 This investment is leveraging on the capacity, local and international collaboration of Muhimbili University of Health and Allied Science (MUHAS) as a leading medical university in Tanzania, working closely with Ministry of Health (MoH) and Prime Minister Office, Regional Administration and Local Government (PMO-RALG). Over the years, MUHAS has been working as a policy platform contributing to various national health agendas, aligning with its mission to provide quality training, research, innovative solutions and services in health and related fields for the attainment of equitable socio-economic development of the Tanzanian community and beyond. MUHAS has a role of being a knowledge translation hub (KTH) to support health investment in Tanzania.

The main purpose of the MUHAS MoH Knowledge Translation Hub (MUHAS MOH KTH) will be to establish a responsive and sustainable platform that accelerates the translation of maternal, newborn, child, and neonatal health (MNCNH) evidence into impactful national policies and scaled programs.

1.1.1 DURATION OF THE PROJECT:

This project will be conducted for the period of thirty-six (36) months from November 2025 – 01 September 2028.

1.2 KNOWLEDGE TRANSLATION HUB (KTH) COORDINATOR - 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

(A) Ensures that the KTH is not a “parallel system,” but rather embedded in and reinforcing government structures, while also keeping communication smooth between all actors. Ability to design, set, administer and supervise different assessment items;

- (i) Oversee planning, implementation, and reporting;
- (ii) Liaise with Ministry of Health, PMO-RALG, Technical working groups (TWGs) implementing and development partners;
- (iii) Manage team performance and timelines;
- (iv) Ensure alignment with national MNCNH priorities;
- (v) Facilitate high-level stakeholder engagements;

(B) Government Representation & Alignment

- (i) Ensure alignment with government priorities and smooth coordination;
- (ii) Acts as the catalyst link between the MoH, PMO- RALG and the technical hub;
- (iii) Ensures activities are consistent with national health policies, strategies, and plans;
- (iv) Facilitates alignment with the Health Sector Strategic Plan (HSSP) and other frameworks.

(C) Coordination & Communication.

- (i) Channels communication between MoH and PMO- RALG departments, implementing and development partners, and stakeholders;
- (ii) Coordinates meetings, policy dialogues, and technical working groups;
- (iii) Helps prevent duplication by ensuring activities complement ongoing MoH efforts.

(D) Policy & Technical Support.

- (i) Provides technical input from the KTH’s perspective;
- (ii) Supports evidence generation and synthesis into policies and guidelines;
- (iii) Ensuring government priorities are reflected in project outputs.

(E) Monitoring & Accountability

- (i) Tracks progress in line with KTH and MoH indicators;
- (ii) Reports regularly to the university and Ministry on hub activities;
- (iii) Ensures accountability and transparency in use of resources.

(F) Facilitation & Advocacy.

- (i) Advocates within the university, Ministry and beyond for uptake of KTH recommendations in collaboration with other partners;
- (ii) Facilitates policy approvals, clearances, and endorsements;
- (iii) Builds ownership to support scale-up and sustainability.

(G) Perform any other duties that may be assigned by a relevant authority.

1.2.2 QUALIFICATION AND EXPERIENCE

- (i) A PhD in Maternal and Child Health, Public Health, Health Policy, Health Systems, Epidemiology, Global Health, or a related field from a recognized institution;
- (ii) A clinical background (e.g., medicine, nursing, midwifery, or allied health sciences);
- (iii) Additional training in knowledge translation, implementation science, health policy analysis, or monitoring and evaluation is desirable;
- (iv) Minimum of 3 years' experience in maternal, newborn and child health (MNCH) programs, health systems strengthening, research coordination, or policy-oriented initiatives;
- (v) Demonstrated experience coordinating multi-stakeholder platforms, including government institutions, academic partners, development partners, and implementing organizations;
- (vi) Proven experience in knowledge translation, evidence synthesis, policy briefs development, or facilitating policy dialogues;
- (vii) Experience working with Government Ministries, particularly Ministries of Health, and familiarity with national policy and planning processes;
- (viii) Familiarity with monitoring, evaluation, and learning (MEL) approaches;
- (ix) Excellent leadership, coordination, and facilitation skills;
- (x) Strong written and verbal communication skills, including policy writing and presentation;
- (xi) Ability to work effectively across academic, clinical, and policy environments;

1.2.3 SALARY

A competitive remuneration package will be offered to the successful candidate.

1.3 ACCOUNTANT – 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

(A) Manage financial operations, budgeting, and compliance with institutional, national, and donor financial regulations.

- (i) Prepare and manage annual and quarterly budgets;
- (ii) Process payments, payroll, and reimbursements in compliance with national and development partners regulations;
- (iii) Maintain financial records, ledgers, and reporting tools;
- (iv) Support procurement planning and cost tracking;
- (v) Prepare financial reports for both management and development partners;
- (vi) Ensure compliance with audit, tax, and financial control procedures;
- (vii) Advise the Hub coordinator on financial risks and sustainability.

(B) Financial Management and Accounting

- (i) Manage day-to-day financial transactions of the KTH, including payments, receipts, and petty cash;
- (ii) Maintain accurate and up-to-date financial records in accordance with approved accounting standards and institutional policies;
- (iii) Prepare monthly, quarterly, and annual financial statements and expenditure reports.

(C) Budgeting and Financial Planning

- (i) Support the development, monitoring, and revision of project budgets;
- (i) Track expenditures against approved budgets and flag variances in a timely manner;
- (ii) Provide financial projections to inform planning and decision-making.

(D) Compliance and Controls

- (i) Ensure compliance with MUHAS financial regulations, Government of Tanzania requirements, and donor-specific guidelines;
- (ii) Implement and maintain internal controls to safeguard KTH funds and assets;

- (iii) Support internal and external audits, including preparation of documentation and response to audit queries.

(E) Grants and Donor Financial Reporting.

- (i) Prepare accurate and timely financial reports for donors and partners in accordance with reporting schedules;
- (ii) Support financial documentation for grant agreements, amendments, and close-out processes;
- (iii) Liaise with MUHAS finance offices and partners on financial matters.

(F) Procurement and Payments Support

- (i) Support procurement processes in line with institutional procedures;
- (ii) Verify supporting documents for payments, contracts, and reimbursements;
- (iii) Ensure timely payment of vendors, consultants, and service providers.

(G) Capacity Building and Advisory Support

- (i) Provide financial guidance to Hub staff on allowable costs and financial procedures;
- (ii) Support training of Hub staff in financial accountability and compliance.

(H) Perform any other duties that may be assigned by a relevant authority.

1.3.2 QUALIFICATION AND EXPERIENCE

- (i) Bachelor Degree or Advance Diploma in one of the following fields; Finance, Accounts, Commerce or Business Administration (majoring Finance, Accounts), from a recognized institution;
- (ii) Professional accounting certification such as CPA (T), ACCA, or equivalent is highly desirable;
- (iii) Minimum of 3–5 years' experience in financial management, accounting, or grants administration, preferably within research, academic, public health, or development programs;
- (iv) Demonstrated experience managing donor-funded projects, including budget tracking, financial reporting, and compliance with donor regulations;
- (v) Proven experience supporting internal and external audits, including preparation of audit documentation and response to audit queries;

- (vi) Strong knowledge of financial management systems, accounting software, and Microsoft Office applications (especially Excel);
- (vii) Familiarity with Government of Tanzania financial regulations, institutional financial policies (e.g., MUHAS), and donor financial guidelines;
- (viii) Experience with procurement procedures, contracts management, and financial control;
- (ix) High level of integrity, accuracy, and attention to detail;
- (x) Strong analytical and problem-solving skills;
- (xi) Excellent communication and interpersonal skills, with ability to work effectively with multidisciplinary teams;
- (xii) Ability to manage multiple tasks, meet deadlines, and work independently with minimal supervision.

1.3.3 SALARY:

A competitive remuneration package will be offered to the successful candidate.

1.4 ADMINISTRATIVE OFFICER – 1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

(A) Provide day-to-day logistics, scheduling, and documentation.

- (i) Manage office operations and procurement;
- (ii) Schedule meetings and maintain hub calendar;
- (iii) Handle travel, workshop logistics, and filing;
- (iv) Assist in technical reports and distribution;
- (v) Align with Hub coordinator and accountant to provide support as needed.

(B) Administrative and Office Support.

- (i) Provide general administrative support to the KTH team, including filing, correspondence, and record management;
- (ii) Maintain organized electronic and physical records of Hub documents, reports, and correspondence;
- (iii) Manage office supplies, inventory, and equipment.

(C) Coordination and Logistics.

- (i) Support planning and logistics for meetings, workshops, trainings, and policy dialogues (venue booking, invitations, travel arrangements, and materials preparation);
- (ii) Prepare meeting agendas, attendance registers, minutes, and follow-up action trackers;
- (iii) Coordinate schedules and calendars for Hub leadership and technical teams;

(D) Communication and Documentation.

- (i) Draft routine correspondence, emails, and memos on behalf of the Hub;
- (ii) Support preparation and formatting of reports, presentations, and policy documents;
- (iii) Serve as a point of contact for internal and external stakeholders for administrative matters;

(E) Procurement and Financial Support.

- (i) Support procurement processes by preparing requisitions, obtaining quotations, and tracking procurement documentation;
- (ii) Assist in processing payments, reimbursements, and travel claims in coordination with the Accountant and MUHAS finance office;
- (iii) Maintain records of contracts, consultants, and service providers.

(F) Monitoring and Reporting Support

- (i) Support tracking of Hub activities, timelines, and deliverables;
- (ii) Assist in compiling administrative sections of progress and donor reports;
- (iii) Maintain databases of partners, participants, and stakeholders.

(G) Compliance and Office Management.

- (i) Ensure administrative procedures comply with institutional policies and donor requirements;
- (ii) Support audit and compliance processes by maintaining organized documentation.

(H) Perform any other duties that may be assigned by a relevant authority.

1.4.2 QUALIFICATION AND EXPERIENCE

- (i) Bachelor's degree in Human Resources Management, Personnel Management, Commerce or Business Administration (majoring in Human Resource Management), Industrial Relation, Public Administration from a recognized institution;
- (ii) Minimum of 3–5 years' experience in an administrative or office management role, preferably within academic, public health, research, or development programs;
- (iii) Experience supporting multi-stakeholder projects, meetings, and workshops;
- (iv) Prior experience working in a university, research institution, government agency, or donor-funded program is an added advantage;
- (v) Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and other office management applications;
- (vi) Familiarity with procurement, logistics, and basic financial procedures;
- (vii) Excellent written and verbal communication skills with high level of professionalism, integrity, and confidentiality;
- (viii) Ability to work independently and as part of a multidisciplinary team, with attention to detail and ability to manage multiple tasks simultaneously.

1.4.3 SALARY:

A competitive remuneration package will be offered to the successful candidate.

1.5 RECORDS MANAGEMENT ASSISTANT - 1 POST

1.5.1 DUTIES AND RESPONSIBILITIES

(A) Ensure smooth day-to-day physical operations of the office environment.

- (i) To receive correspondence and files sent by dispatch book;
- (ii) To receive and distributes official publications according to standing Instructions;
- (iii) To sort outgoing correspondence in accordance with instructions or established means of dispatch and checks date and signature;
- (iv) To record all outgoing registered correspondence and telegrams;
- (v) To maintain a register of files sent out to or received from Schools or departments;
- (vi) To dispatch mail going straight to Schools/departments, mail clearing center and Post office in time according to instructions, classification and current dispatch timetables;

- (vii) To assemble flimsy copies and files them for circulation to listed Officers;
- (viii) To re-addresses mail and answers questions on dispatch, postage and postal procedures and regulations;
- (ix) To oversee confidentiality in handling documentation processing, filing and records Keeping.

(B) Office Operations Support.

- (i) Maintain cleanliness, order, and general upkeep of the KTH office space;
- (ii) Assist with setting up meeting rooms, training venues, and workshops;
- (iii) Support daily office routines to ensure a functional working environment.

(C) Clerical and Messenger Duties

- (i) Deliver and collect documents within and outside the institution as required;
- (ii) Photocopy, scan, file, and organize documents;
- (iii) Assist in maintaining both physical and electronic filing systems.

(D) Logistics and Support Services

- (i) Assist with receiving and dispatching office supplies and equipment;
- (ii) Support inventory management and reporting shortages or maintenance needs;
- (iii) Assist during meetings, training, and events (registration, refreshments, materials distribution).

(E) Support for Administrative and Technical Staff.

- (i) Provide general support to the Administrative Officer and other Hub staff as needed;
- (ii) Assist in simple data entry and document preparation under supervision;
- (iii) Support travel and accommodation logistics for Hub staff and visitors;

(F) Compliance and Professional Conduct.

- (i) Follow institutional policies, safety procedures, and confidentiality requirements;
- (ii) Maintain professionalism and respectful conduct with staff and visitors.

1.5.2 QUALIFICATION AND EXPERIENCE

- (i) Holder of Diploma in one of the following fields; Health Records, Records Management, Archives Management or Related qualifications from a recognized Institution.
- (ii) At least 1–2 years of experience in a similar role, preferably in an office, academic, research, or public sector environment;
- (iii) Experience supporting meetings, training, or workshops is desirable;
- (iv) Basic knowledge of office operations and procedures;
- (v) Ability to perform clerical duties such as filing, photocopying, scanning, and messenger services;
- (vi) Basic computer literacy, including use of email and word processing software;
- (vii) Good communication skills and ability to interact respectfully with staff and visitors;
- (viii) High level of integrity, reliability, and confidentiality;
- (ix) Good organizational skills and attention to detail;
- (x) Willingness to work flexible hours when required;
- (xi) Ability to work independently and as part of a team;
- (xii) Physically fit to carry out routine office support duties.

1.5.3 SALARY:

A competitive remuneration package will be offered to the successful candidate.

1.6 DRIVERS - 2 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

(A) Provide reliable and safe transportation for hub personnel, documents, and logistics support

- (i) Drive hub staff/partners to meetings, workshops, and field activities as scheduled;
- (ii) Ensure vehicle cleanliness, maintenance, and safety checks;
- (iii) Maintain vehicle logbook (mileage, fuel, destinations, servicing);
- (iv) Support delivery of documents, materials, and supplies;
- (v) Report vehicle incidents or repair needs promptly;
- (vi) Ensure compliance with traffic laws and organizational transport policies;
- (vii) Assist in minor field logistics during outreach or stakeholder engagement events.

(B) Transportation Services.

- (i) Drive KTH staff, consultants, and authorized visitors to official meetings, field activities, workshops, trainings, and site visits as assigned;
- (ii) Ensure punctuality and adherence to approved travel schedules;
- (iii) Transport documents, equipment, and supplies as required.

(C) Vehicle Safety and Maintenance.

- (i) Ensure the vehicle is always roadworthy through routine checks (fuel, oil, tires, brakes, lights);
- (ii) Maintain cleanliness and proper condition of the vehicle;
- (iii) Report on mechanical issues promptly and coordinate servicing and repairs;
- (iv) Ensure vehicle insurance, road licenses, and inspection certificates are valid.

(D) Record Keeping and Compliance

- (i) Maintain accurate vehicle logbooks, including mileage, fuel consumption, and trip details;
- (ii) Comply with institutional transport policies and donor regulations;
- (iii) Support fuel management and accountability procedures.

(E) Safety and Professional Conduct

- (i) Adhere strictly to traffic laws, safety regulations, and institutional driving policies;
- (ii) Always ensure safety of passengers and cargo;
- (iii) Maintain professional conduct, confidentiality, and courteous behavior.

(F) Support for KTH Operations.

- (i) Assist with logistical support during events and field activities when needed;
- (ii) Support administrative tasks such as delivery of official documents assigned.

1.6.2 QUALIFICATION AND EXPERIENCE

- (i) Certificate of Secondary Education (Form IV) or equivalent from a recognized institution;
- (ii) Valid Class C or E driving license (as applicable under national regulations);
- (iii) Clean driving record with no serious traffic violations;
- (iv) Certificate in Defensive Driving is highly desirable;
- (v) Minimum of 3–5 years' experience as a professional driver, preferably within a government institution, university, research organization, or donor-funded program;

- (vi) Experience driving in urban and rural settings, including long-distance travel;
- (vii) Good knowledge of road safety regulations and traffic laws;
- (viii) Ability to perform basic vehicle checks and identify mechanical problems;
- (ix) Ability to maintain accurate vehicle logbooks and fuel records;
- (x) Good communication skills and ability to interact professionally with staff and visitors;
- (xi) High level of integrity, reliability, and confidentiality, Punctual, courteous, and professional demeanor;
- (xii) Ability to work flexible hours and travel as required;
- (xiii) Physical and medically fit to perform driving duties.

1.6.3 SALARY:

A competitive remuneration package will be offered to the successful candidate

GENERAL CONDITIONS

- (i) Applicants must be Citizens of Tanzania;
- (ii) An applicant with special needs/case (disability) is supposed/advised to indicate for the MUHAS attention;
- (iii) Applicants must attach an up-to-date Curriculum Vitae (CV) including a reliable contact postal address, Post code, email address and telephone numbers;
- (iv) Applicants must apply on the strength of the information given in this Advertisement;
- (v) The title of the position applied for shall be written in the subject of the application letter and marked on the envelope;
- (vi) 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 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.
- (vii) Form IV and Form VI result slips are strictly not accepted.
- (viii) Applicants shall indicate three reputable referees with their reliable contacts.
- (ix) 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}.

- (x) Applicants must consider that their Colleges/Universities are recognized and registered by Government Authorities.
- (xi) Women are highly encouraged to apply.
- (xii) Only shortlisted candidates will be informed about the date of the interview.
- (xiii) Applicants who have/were retired from the public service for whatever reason should not apply
- (xiv) Deadline for receiving Applications, by **26th January, 2026**
- (xv) Presentation of forged certificates and other information will necessitate legal action.
- (xvi) **NOTE: a signed application letter should be written either in Swahili or English and addressed to The Director of Administration and Human Resource Management Muhimbili University of Health and Allied Science (MUHAS) P.O. Box 65001 Dar es Salaam**

All applications must be sent through email address: dhrma@muhas.ac.tz

Only **shortlisted candidates** will be contacted for interviews. Kindly ensure your email and mobile number are well written and active.

Join us in strengthening quality maternal, newborn and child health and improving outcomes for mother and babies in Tanzania!

Released by:

VICE CHANCELLOR

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)