

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



JOB VACANCY

The Global HOPE-MUHAS Pediatric Hematology and Oncology Program (Global HOPE-MUHAS PHO) is a program that aims at building capacity in Pediatric Hematology and Oncology in Tanzania through training, provision of evidence based medical care and research. As part of implementation of its activities the Global HOPE-MUHAS PHO is seeking to hire staff to work with the program. The program is therefore looking for enthusiastic and energetic individuals to apply for the following vacant position.

Job Title: Office Assistant- 1 post

Reporting to: Program Manager Global HOPE-MUHAS PHO Program

Work Station: Dar es salaam, Muhimbili University of Health and Allied Sciences (MUHAS)

Required Qualification

- Certificate or Diploma

Required Skills and Knowledge

Required for completely satisfactory performance in this job is:

- General computer knowledge and office/clerical skills, including scheduling, photocopying, filing, etc.
- Excellent written and verbal communication skills, including the ability to positively communicate with administrators, physicians, vendors, partners, donors, and others in person and via telephone and email
- Ability to organize and prioritize work and manage multiple priorities; must be able to meet deadlines
- Strong attention to detail
- Ability to research and analyze information

Duties and Responsibilities

1. Assist in planning meetings, including scheduling, printing of agendas and other materials, and taking and circulating meeting minutes as required.
2. Assist in creating databases and spreadsheets; help maintain program records, including updating assigned program checklists, work plans, tracking sheets, photocopy, scan, print, and file documents.
3. Maintain office equipment by completing preventive maintenance and troubleshooting issues; as needed, schedule repairs of office equipment.
4. Maintain cleanliness and order of program offices/premise
5. Ensures consistent availability of program supplies by regularly checking stocks and anticipating needs; maintains records of supply stocks.
6. Stocks office, clinical supplies and delivers supplies to work stations as needed.
7. Supports travel arrangements including hotel booking and transportation arrangements.

Experience

Two or more years of experience in office and administration assistance.

How to Apply

If you meet the requirements for this post and you have interest and are motivated, please submit your Academic Certificates, application letter describing why you are the right candidate for this position, curriculum vitae detailing your experience and current place of employment to the following address;-

Director, Global HOPE-MUHAS Paediatric Haematology and Oncology Program

Department of Paediatrics and Child Health,

Muhimbili University of Health and Allied Sciences

Block F5, Ground Floor

9 Upanga Nations Road, Upanga

Dar es Salaam, Tanzania.

OR submit documents via email to Lulu.Chirande@bcm.edu, CC: Alice.Mutagonda@bcm.edu

Deadline for submission of the Applications

Two weeks from the date it Appeared/Posted on the website

GENERAL CONDITIONS FOR ALL POSTS

(i) Applicants shall make sure they take into consideration all information given in this advertisement and attach an up to date Curriculum Vitae (CV) including a reliable contact Postal address, email address and telephone numbers.

(ii) The title of the position applied for shall be written in the subject of the application letter and marked on the envelope.

(iii) Applicants must attach their relevant certified copies of Academic certificates and transcripts as follows: - (a) Diploma (b) Form IV and Form VI

National Examination Certificates. (c) Computer Certificates where applicable. (d) Professional Certificates from respective councils where applicable. (e) One recent passport size picture and copy of birth certificate. (v) 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.

(iv) Applicants shall indicate three reputable referees with their reliable contacts.

(v) National Accreditation Council for Technical Education (NACTE) – {Diploma Level} or National Examination Council of Tanzania (NECTA) – {Secondary Education}, should verify certificates from foreign Countries.

(vi) Applicants must consider that their Colleges/Universities are recognized and registered by Government Authorities.

(vii) Only shortlisted candidates will be informed about the date of the interview.