



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), 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 in collaboration with the **Smart Discharges Project** is looking for highly qualified and motivated individuals to fill the following positions:

- DUTY STATION** : **Sekour Toure Regional Referral Hospital and Bugando Medical Centre (BMC).**
- PROJECT** : **Smart Discharges Project.**
- POSITION** : **Junior Field Officer.**
- DURATION** : **One-Year Contract, Renewable Based on the Performance.**
- REPORTS TO** : **Research Nurse Lead, Project Coordinator, Study Principal Investigator**
- INTERFACES WITH** : **Patients/ Clients, Clinicians, Hospital Managers, Project Staff**

OVERALL JOB PURPOSE

- The field officer will be employed to assist with carrying out the "Smart Discharge" study. This process includes assisting the research nurse with consenting and enrolling participants, conducting surveys of the child and their caregiver, and conducting follow-up surveys after hospital discharge by phone or in-person by traveling to the participant's home in the community. The field officer will work closely with a site-based research team, as well as the project team, based at Bugando Medical Centre (BMC)

JOB REQUIREMENTS AND COMPETENCIES

- Minimum qualification; Certificate or Diploma Nurse registered with the TANZANIA NURSING AND MIDWIFERY COUNCIL - TNMC.
- Must hold a valid practicing license.
- Strong problem-solving and decision-making skills.
- Excellent Communication skills with patients, clinicians, and other members of the general practice team.
- Good interpersonal skills and knowledge of practices, trends and principles in nursing and Quality of care.
- Familiarity with the healthcare system and research practices.
- Upholding high level of professional conduct.
- Excellent written and verbal skills in the English language.
- Certificate in Good Clinical Practice.
- Able and willing to ride a motorcycle and travel to participants in the community.
- Have a valid driving license clearly indicating Class A.

SPECIFIC JOB RESPONSIBILITIES

1. Collection of all data on the ward during hospitalization and by phone or in-person at the child's home after discharge.
2. Ensuring safety and confidentiality of the data collected
3. Work hand in hand with the Smart Discharges research nurse team and the child's clinical team, to ensure accurate sharing of data, consistent quality in data collection and seamless clinical and research activities.
4. Upholding high level of professional conduct
5. Assist with data entry, organization, and upkeep of databases
6. Work hand in hand with the Study Coordinator and PI to ensure accuracy and completeness of the data collected.
7. Upholding high level of professional conduct.
8. Any other duties as assigned.

SYSTEMS/ TECHNOLOGY

Mobile device familiarity, Microsoft Word & Excel, general internet use, email.

PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Excellent nursing knowledge, emotional intelligence, high level of motivation and decision-making skills, with regards both to patient care and project needs.

REMUNERATION

Successful candidates will be offered competitive packages and benefits in accordance with their qualifications and experience as per the Project Regulations/policy.

APPLICATIONS.

- 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 file and applicants should include the title of a position you are applying for in the subject line.**
- The deadline is **6th September, 2024 at 4:30 PM**
- 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



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Position Title: Bursar

Reports to: Deputy Vice Chancellor Finance and Administration

Department: Finance

Duty Station: Mwanza

Overall, the Purpose of the Job

To provide overall leadership in strategic planning and budgeting, financial reporting, effective management of financial resources including budget, control, and utilization of financial resources to achieve the objectives of the University. He/she shall provide technical guidance on all matters related to financial, investments and compliance on the CUHAS signed agreement with partners, taxation laws and the subgrantees working with CUHAS.

Key Roles and Responsibilities

Operational Plan and Budgeting

- Coordinate the preparation of annual University operational plans and budget, including issuing guidelines, templates and orienting them.
- Undertakes Quality check and work with other department/units in reviewing departmental/units' budget as well as project specific budgets.
- Consolidate University budget and prepare related Council paper for presenting to the Management team, Finance Committee and University Councils.

Budget Implementation and Monitoring

- Review and recommend to the DVC PFA approval of budgets and expenditures before entering the accounting system.
- Oversee the implementation of CUHAS financial policies and all related University and project budgets.
- Provide guidance, track and monitor financial expenditures and ensuring they are within the approved budget.

Short and Long-term strategic plans

- Work closely with Investment Manager to identify opportunities and solutions for managing short-term and long-term investments to maximize earning potential.
- Coordinate development of CUHAS Endowment fund strategic plan including policies, guidelines and ensuring its implementation for University Sustainability.

Financial Policies, Systems and Procedures

- Coordinate development/review of financial policies and procedures and ensure adherence to policies, guidelines, procedures, and systems to safeguard the financial resources of the University.
- Coordinate issuing of financial guidelines/circulars to mitigate risks of financial loss.
- Review and updates financial related policies to meet changing internal and external needs.
- Develop/Review strategies for managing and improving the overall financial systems of the University particularly the electronic integrated financial management system (ERP).
- Work closely with DVC PFA to oversee financial and accounting systems controls and standards for prompt and efficient financial practice and reporting.
- Ensure strong system of internal controls is kept at university to ensure accurate reporting of transactions as well as the safeguarding of University Assets.
- Ensure the University Adhere to all requirements related to audits, taxation and other legal frameworks on financial and compliance matters.

Financial Reporting

- Ensure timely and efficient reporting on university spending and income.
- Prepare financial reports of the University and ensure timely submission to DVC PFA.
- Prepares Quarterly and Annual Financial reports and submit to DVC PFA, Management team and Councils.
- Oversee the preparation and operationalization of the Annual financial closure plan and lead the process from preparations to approval stage of all audited financial statements as required by university policies and guidelines.

Subordinates Effectiveness

- Review/Develop clear succession plan of direct reporting finance staff.
- Supervise and evaluate performance of direct reports within the department and ensure professionalism and appropriate finance management.
- Develops subordinates through coaching and other means to sharpen the skills of direct reports and motivates the finance team to increase productivity.

Qualifications and Experience

- Holder of master's degree or equivalent in Accounting, Finance, or its equivalent from a recognized University/ Institution.
- Professional accountancy qualification such as CPA (T), ACCA or its equivalent.
- Minimum of six years' work experience in a similar position in a reputable organization/ institution.
- Strategic mindset with ability to lead, inspire and achieve results in a challenging context.
- Demonstrated managerial, supervisory and leadership skills.
- Expert knowledge, skills and experience in principles and practices of international accounting and financial management.
- Excellent knowledge of and skills in the use of integrated IT accounting systems (e.g. Sage)

- Strong skills in the area of Office packages in Excel, Word and PowerPoint.

How to Apply

- CUHAS offers a competitive compensation package. To apply, interested candidates should send the Application Letter, Curriculum Vitae (CV), Photocopies of Certificates and Names and Addresses of three (3) referees to the address indicated at the end of this advert.
- Please note that this job posting outlines the primary responsibilities of the 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 this document at any time.
- Only shortlisted candidates will be contacted.
- The deadline is **Friday 6th September 2024 at 04:30 pm.**
- Applications must be addressed and sent to:

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