



# Catholic University of Health and Allied Sciences

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## VOLUNTEERING 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 qualified and motivated individuals to fill the following position:

**Position Title: Volunteer in the Department of Procurement and Supplies**

**Reports to: Head of Procurement and Supplies**

**Duty Station: Mwanza**

### **Qualifications:**

Bachelor Degree in Procurement and Supplies Management or its equivalent from a recognized University/ Institution.

### **Other skills**

- Fluent in both written and spoken Swahili and English.
- Good Computer skills.
- Integrity.
- Personal organization and planning skills.
- Adaptability and Flexible.
- Ability to work in a team and independently.

### **Duties and Responsibilities**

1. Assisting in management of delivered assets by coding and tagging the assets with barcodes,
2. Assisting in processing payments for supplies by scanning and dispatching invoices to the department of finance,
3. Recording and making follow up on all requests and procurements,
4. Assisting in Management of fuel expenses by accompanying drivers to the filling station,
5. Undertaking any other related duties and responsibilities as directed by reporting officer.

### **Remuneration**

CUHAS offers 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 **Wednesday 17<sup>th</sup> September, 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](mailto:recruitment@cuhas.ac.tz)**