

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



INTERNATIONALIZATION AND CONVOCATION UNIT

INTERNSHIP OPPORTUNITY FOR MUHAS UNDERGRADUATE STUDENTS

Muhimbili University of Health and Allied Sciences (MUHAS) is inviting applications from suitably qualified MUHAS undergraduate students to be considered for internship placement at the Internationalization and Convocation Unit (ICU) during the long holidays.

The ICU Unit at MUHAS is responsible to coordinate all foreign and visiting scholars' affairs, manage collaborative links as well as coordinating the University Convocation activities.

1. INTERN: 2 POSTS

Location: MUHAS Duration:

Sept-Oct 2025

Internship status: Full-time

Reports To: Head of Unit

a) Responsibilities:

1. Assist in planning weekly schedule of activities of the unit.
2. Assist in preparing meetings, and workshops and reports.

3. Assist in coordinating scholars' exchange and related institutional students' link programs.
4. Assist in facilitating development of joint activities between the University and collaborating institutions.
5. Assist in promoting University exchange program activities., including drafting media plan for the unit.
6. Assist in facilitating elective studies, course and short-term training in the department, school, institute, or directorate.
7. Assist in coordinating activities of the University Convocation for furtherance of the objectives and functions of the University.
8. She/ he will be responsible to the head of unit and will perform additional duties as designated.

b) Competences:

1. Good academic standing
2. Has a track record of participating in extracurricular activities
3. Excellent organization and communication skills required, with the ability to problem-solve and multitask in a high-volume environment.
4. Able to work independently with excellent time management skills.
5. Strong attention to detail and ability to see through and exercise judgement.
6. Strong interpersonal skills ability to effectively interact across all levels of staff and international team.
7. Team oriented and flexible, ability to respond quickly to shifting demands and opportunities.
8. Good command of the English and Swahili languages, both written and verbal.
9. He/she must be computer literate (Ms. office, word, excel)

CONDITIONS FOR THE POST:

- (i) Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable email address and telephone numbers
- (ii) Applicants should attach a one page write up explaining how you fit in this position
- (iii) Applicants should apply on the strengths of the information given in this advertisement
- (iv) Remuneration for this position will be in accordance with government rates for interns
- (v) Send your application to: icu@muhas.ac.tz and copy muhas.convocation@gmail.com with subject "ICU Internship Application"
- (vi) Send your application by 5th September 2025
- (vii) Only shortlisted candidates will be contacted