

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Data Officer (1 post)  
**Reports To:** Principal Investigator/Project Leader  
**Work Station:** Dar es Salaam  
**Apply By:** April 27<sup>th</sup> 2022

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research and policy translation.

### Position Summary

Ifakara is looking for a qualified and experienced individual to work as a **Data Officer**. The individual will work as an assistant to the Data Manager and will support the delivery of data management services for research in the TIMCI project as per the requirements of the study protocol in 66 health facilities located in Tanga, Tabora, and Mwanza. The Data Officer will also be responsible for the provision of data management support for the study team ensuring that data is of the highest quality and integrity, that it is free from any errors before it is analyzed.

### Duties and Responsibilities

- Work closely with the study coordinator, Data Manager, study team, and other stakeholders.
- Prepare data management documentation.
- Support Investigators in the preparation of data management plans.
- Support to oversee database administration including management of user account access and support.
- Provide training and mentoring to research assistants.
- Perform quality review of data for completeness, accuracy, and consistency based on the specific study protocol.
- Generate data queries, track query resolution and provide data cleaning status updates.
- Liaise with data server host site staff with regard to software maintenance and system administration.
- Assist in the preparation of monthly, quarterly and/or annual reports, assisting supervision of data collection and coordination of randomized control trial.
- Perform any other duties that may be assigned by the Principal Investigator.

### Qualification and Experience

- Bachelor in Computer Science/Information, Technology/Health Informatics or Statistics or equivalent qualification.
- Minimum of 2 years' experience relevant to research coordination, data management and analysis.

### Skills and Competencies

- Knowledge of data management terminology.
- Knowledge and Proficiency in statistical analysis packages (STATA, or SPSS or R).

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## VACANCY ANNOUNCEMENT

- Experience in electronic data management (ODK).
- Ability to communicate effectively and in a professional manner in English and Swahili languages.
- Flexibility and ability to manage competing priorities.
- Strong coordination planning and organizing skills.
- Proactive individual with readiness and ability to learn new skills as required by the position.
- Knowledge of data management terminology.
- Knowledge and Proficient in statistical analysis packages (STATA, or SPSS or R)
- Experience in electronic data management (ODK)
- Ability to communicate effectively and in a professional manner.
- Strong written and oral communication skills (English and Swahili).
- Flexibility and ability to manage competing priorities.
- Strong coordination planning and organizing skills.
- Proactive individual with readiness and ability to learn new skills as required by the position
- An individual with initiative and good judgement, capable of problem solving and working independently.
- Familiarity with randomized control trials will be an added advantage.

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

### Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

### Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **17:00hrs on Wednesday April 27<sup>th</sup> 2022**. All e-mail application subject lines should include: **DATA OFFICER – TMCi PROJECT. Only shortlisted applicants will be contacted for interview.**

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### Job Summary

**Position:** Research Officer (1 post)  
**Reports To:** Project Leader  
**Work Station:** Dar es Salaam  
**Apply By:** April 27<sup>th</sup> 2022

### Institute Overview

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### Position Summary

Ifakara is looking for a qualified and experienced individual to work as a **Research Officer**. The Research Officer is a medical doctor who will work with the VPM project in the selected health facilities of Dar es Salaam to recruit study participants and to provide medical care to the patients.

### Duties and Responsibilities

- Screening of the patients eligible for the study.
- Enrolment of the patients screened for the study.
- Management of the patients.
- Identification and Management of adverse and severe adverse event.
- Follow up of the patients under the study.
- Initial development of SOPs.

### Qualification and Experience

- Doctor of medicine (MD)/ Bachelor of medicine.
- Experience in clinical research.

### Skills and Competencies

- Patient Management skills.
- Computer skills.
- Good interpersonal and communication skills.
- Adhere to IHI core values (Transparency, Integrity, Respect, Responsibility and Initiative).

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### Job Summary

**Position:** Research Officer (1 post)  
**Reports To:** Project Leader  
**Work Station:** Dar es Salaam  
**Apply By:** April 22<sup>nd</sup> 2022

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research and policy translation.

### Position Summary

Ifakara is looking for a qualified and experienced individual to work as a **Research Officer**. The individual will work with the DECOCE project to provide medical care to patients admitted in one of the district hospitals of Dar es Salaam.

### Duties and Responsibilities

- Screen patients.
- Enroll patients.
- Manage patients.
- Identify and manage adverse and severe events.
- Follow up on the patients.
- Initial development of SOPs.

### Qualification and Experience

- Doctor of Medicine (MD).
- Experience in clinical research.

### Skills and Competencies

- Patient Management skills.
- Computer skills.
- Good interpersonal and communication skills.
- Adhere to IHI core values (Transparency, Integrity, Respect, Responsibility and, Initiative).

### Remuneration

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### Equal Opportunity

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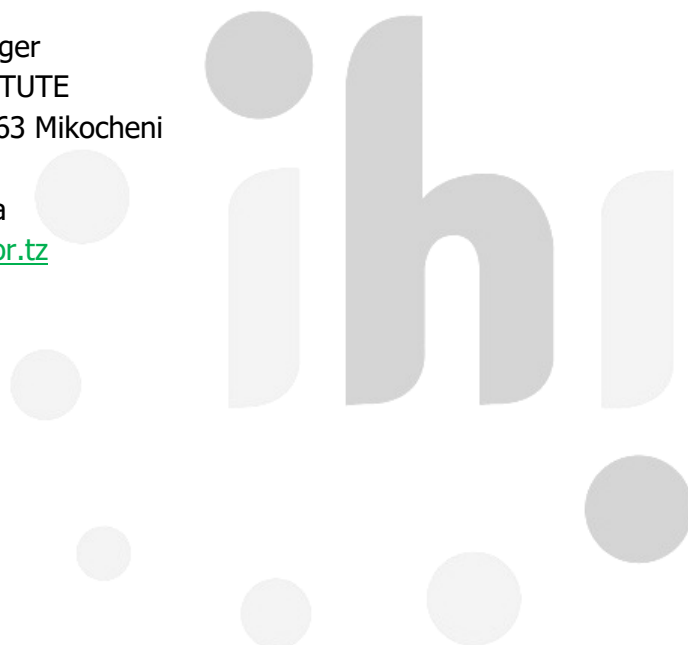
requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

### Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **12:00hrs on Friday, April 22<sup>nd</sup> 2022**. All e-mail application subject lines should include: **RESEARCH OFFICER – DECODE PROJECT. Only shortlisted applicants will be contacted for interview.**

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## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Project Accountant (1 post)  
**Reports To:** Senior Projects Management Accountant  
**Work Station:** Dar es Salaam  
**Apply By:** April 27<sup>th</sup> 2022

### Institute Overview

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### Position Summary

Ifakara is looking for a qualified and experienced individual to work as a **Project Accountant**. The individual will be responsible of day-to-day management of projects within the portfolio. Duties include reviewing projects budgets; initiating/processing payments approved by projects' leaders; keeping records of daily movement of projects' transactions and reporting and following up on clearance of advance payments.

### Duties and Responsibilities

- Prepare projects reports as per the funding partners' requirements.
- Provide monthly projects financial status reports to projects leaders (and whenever needed).
- Prepare and submit monthly cash and budget balances to the Senior Projects Management Accountant.
- Prepare annual and quarterly updated projects' cash flow report and submit the same to the Senior Projects Management Accountant for institutional compilation.
- Prepare and submit quarterly projects reconciliation report to the Senior Projects Management Accountant for review.
- Provide information requested by funding partners in liaison with the Senior Projects Management Accountant (i.e., Financial Reports, Projections, Copies of Vouchers etc.).
- Initiate payments and process them with regard to budgets and proper ledger accounts.
- Prepare monthly projects personnel bills and submit to the Senior Projects Management Accountant for review, consolidation and posting.
- Keep records of daily movements of projects transactions (Projects subsidiary ledgers).
- Work with projects leaders to review budgets before submitting the same to the grants and contracts team.
- Control projects expenditures against budgets.
- Verify and capture imprest retirements.
- Keep track and record of all projects fixed assets – in the respective project fixed asset register.
- Keep copies of donor contracts (soft and hard copies) and all projects' reports (i.e., custodian of projects documents).

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### Qualification and Experience

- First degree or Advanced Diploma in Accounts or Finance; a certification in Accounts will be an added advantage.
- Projects Management skills will be an added advantage.
- Customer service skills.

### Skills and Competencies

- Cooperative attitude.
- Highest level of integrity.
- Experience in donors' accounting procedures (USAID/CDC, EU, EDCTP, WT, The Global Fund, BMGF, IDRC, GCC, DFID, WHO, etc.).
- Literate in Microsoft office program specifically excel, word and power point.
- Excellent interpersonal skills and should be able to communicate with Projects Leaders and Donors.
- Fluent in both English and Swahili languages.
- Team Player; customer services oriented; self-motivated; and quality result oriented.

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

### Equal Opportunity

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### Mode of Application

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## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Dietician (1 post)  
**Reports To:** Co-Investigator/Nutritionist  
**Work Station:** Bagamoyo  
**Apply By:** April 27<sup>th</sup> 2022

### Institute Overview

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### Position Summary

Ifakara is looking for a qualified and experienced **Dietician**. The individual will work in the metabolic kitchen to oversee the accurate preparation and serving of meals to study participants. He/she will specifically aid in a controlled feeding trial assessing vitamin B12 metabolism in pregnant at varying supplemental intakes of vitamin B12, relative to non-pregnant.

### Duties and Responsibilities

- Weigh, measure prepare and cook foods, beverages, and nutrition supplements using established protocols for research diet preparation according to the specific research diet plan.
- Collect all unconsumed foods, weigh and record to allow calculations of the uneaten portion.
- Collect/record food intake of the subjects as per research protocol through 24-hour diet recall and validated food frequency questionnaire - identifying their food preferences, dislikes and likes.
- Carefully monitor compliance of subjects, at all times and especially during feeding and meals times to identify problems of compliance, correct these problems and alert the Research Nutritionist when any deviation occurs.
- Conduct daily/weekly inventory and order food and supplies to support metabolic kitchen operations as required
- Collect data and maintain all records pertaining to food production and consumption and metabolic assessments.
- Organize activities for the subjects and develop appropriate nutrition-related educational materials and delivery of nutritional education to individual subjects as well as group education programs.
- Perform other duties as specified by the clinical trial core team.

### Qualification and Experience

- Bachelor degree or Diploma in Home Economics and nutrition with demonstrated skill in cooking other than for family.
- Work experience of at least 1 year is preferred.
- Experience with computer systems required, including web-based applications and some Microsoft Office applications that may include, Word, Excel, and PowerPoint.
- Knowledge of any statistical software will be an advantage but not essential.

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## VACANCY ANNOUNCEMENT

### Skills and Competencies

- Ability to work independently as much as possible and follow precedents and procedures.
- Teamwork, problem-solving skills and ability to manage temper.
- Willingness to learn and be innovative.
- Good communication skills and ability to understand and communicate with colleagues, subjects and relatives.
- Maintains strong and effective working relationship with co-workers as well as other department or patient care staff.
- Good writing and organizational skills to write up daily summary reports and maintain diet data records.

### Remuneration

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### Equal Opportunity

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### Mode of Application

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## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Cook (1 post)  
**Reports To:** Co-Investigator/Nutritionist  
**Work Station:** Bagamoyo  
**Apply By:** April 27<sup>th</sup> 2022

### Institute Overview

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### Position Summary

Ifakara is looking for a qualified and experienced **Cook**. The Cook will work in the metabolic kitchen to prepare meals for the study participants. He/she will specifically be responsible for the preparation of meals and beverages for the controlled feeding trial team assessing vitamin B12 metabolism in pregnant women at varying supplemental intakes of vitamin B12, relative to non-pregnant.

### Duties and Responsibilities

- Ensure the food preparation workstations, cookware and utensils are clean and sanitized.
- Ensure ingredients and final products are fresh.
- Follow recipes, including measuring, weighing and mixing ingredients.
- Bake, grill, steam and boil meats, vegetables, fish, poultry and other foods.
- Present, garnish and arrange final dishes.
- Follow all food health and safety requirements.

### Qualification and Experience

- Secondary School Education Certificate (Form IV/VI).
- Diploma in Food Production, Hospitality Management, or Hotel Management.
- Experience in related works with demonstrated skills in cooking other than for family.

### Skills and Competencies

- Ability to skillfully multitask.
- Ability to work independently as much as possible and follow precedents and procedures.
- Teamwork, problem-solving skills and ability to manage temper.
- Creativity, innovative and willingness to learn.
- Good communication skills (to understand and communicate with colleagues, participants and relatives).
- Maintains strong and effective working relationships with co-workers as well as other department or patient care staff.
- Time management and record-keeping skills.

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## VACANCY ANNOUNCEMENT

### Job Summary

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**Reports To:** Project Leader  
**Work Station:** Dar es Salaam  
**Apply By:** April 22<sup>nd</sup> 2022

### Institute Overview

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### Position Summary

Ifakara is looking for a qualified and experienced individual to take a vacant position of **Research Officer** in the LSM-TEMT Project. The study focuses on the Evaluation of the Process and Impact of Larva Source Management.

### Duties and Responsibilities

- Develop, review and update the project work plan and study protocol.
- Prepare the study protocol required for ethical approval.
- Supervise field activities to assess coverage of the larviciding teams on identification of mosquito breeding habitats.
- Supervise field activities to assess the capacity of larviciding teams on correct characterization of breeding habitats
- Supervise field activities and assess the larviciding teams' adherence to the larviciding project implementation protocol.
- Supervise field activities and assess capacity of larviciding teams on covering identified breeding habitats with required rounds of larvicide application.
- Supervise field activities and assess capacity of the project internal M&E teams on visitation to breeding habitats for verification of presence and characterization done by the larviciding teams.
- Supervise field activities and assess capacity of M&E teams on generating summaries and reports emanating from larviciding implementation data for guiding operations.
- Supervise field activities and assess if the mechanism of impact of larviciding intervention is attained as expected.
- Lead the field team to identify factors which possibly moderate the response of mosquito larvae to the effects of the bio larvicides.
- Supervise field activities and conducting FGDs and IDIs to explore facilitators and barriers to the implementation of the project.
- Supervise mosquito surveillance activities.
- Ensure systematic and proper handling and management of data.
- Analyze data and write reports and manuscripts.
- Provide mentorship to undergraduate staff working in the project.

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- Assist with any other duties as directed by the project investigator.

### Qualification and Experience

- Holder of Undergraduate Degree in Project Management, Monitoring and Evaluation in Health
- Vast experience of working in public health research projects.

### Skills and Competencies

- Conduct different assays performed in the laboratory for example ELISA, PCR, insecticide susceptibility.
- Must possess proposal writing skills.
- Conversant with study/experiments designing.
- Knowledge in insecticide products and bio-efficacy evaluation.
- Knowledge in mosquito identification.
- Must possess report writing skills.
- Computer skills (Microsoft office (MS Word, Excel, PowerPoint)). Skills on STATA, R Studio etc. will be an added advantage.
- Adhere to IHI core values (Transparency, Integrity, Respect, Responsibility and, initiative).

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