



UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH

NATIONAL INSTITUTE FOR MEDICAL RESEARCH



JOB ADVERTISEMENT

BACKGROUND:

The National Institute for Medical Research (NIMR) is a Parastatal Organization established by Act of Parliament No. 23 of 1979 (CAP.59, R.E. 2002) and became operational in 1980. The NIMR Muhimbili Medical Research Centre is looking for full-time qualified Tanzanians to fill the posts of Project Coordinator, Study Clinicians, Sociologist, Statistician, and Community Health Worker.

On behalf of the Director General of the National Institute for Medical Research, the Centre Director of Muhimbili Medical Research Centre wishes to advertise the above-mentioned posts which require highly motivated and competent Tanzanians to fill the posts on an annual contract basis with the possibility of renewal.

POST:

1. PROJECT COORDINATOR (1 POSITION)

JOB DESCRIPTION:

The Project Coordinator will facilitate and coordinate daily project activities and playing a critical role in the implementation of the project. By performing these duties, the Project Coordinator will work with the Project Investigator and other stakeholders to support and provide guidance on administration, financial, personnel and other related aspects of the project.

DUTIES AND RESPONSIBILITIES:

1. To ensure that assigned project activities including patient's recruitment, sample collection, packaging, storage and transportation are implemented as per the SOP's while abiding by all ethical principles, on time and as per the work plan;
2. To develop accurate source materials and ensure compliance from project staff and stakeholders;
3. To provide accurate and timely documentation and reporting to both sponsor and NIMR;

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4. To ensure appropriate credentialing and training of the project team members in the project sites;
5. To liaise with project team and stakeholders to ensure that the implementation of the project activities supports efforts of the Ministry of Health on the vaccination for COVID-19;
6. To communicate and collaborate specific project requirements to the project team, including PI, sponsor and stakeholders;
7. To ensure compliance with project protocols, by providing ongoing quality control audits;
8. To facilitate communication of project's progress to all stakeholders on implementation strategies; this includes, providing regular status updates and progress reports to project management;
9. To facilitate timely and effective stakeholders' communication through regular meetings, reporting, site visits and conference calls;
10. To manage effective relationships and open communication with project site facilities and key stakeholders;
11. To compile and maintain all project documentation in accordance with Project SOPs;
12. To prepare quarterly, annual and terminal progress reports of the work done;
13. To organize meetings, as necessary, with project team members and collaborators, including programme, accommodation, travel, venues and social events; and
14. To perform any other related duties assigned by the supervisor.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

1. A holder of Doctor of Medicine (MD) degree and a MSc in related field;
2. At least a minimum of two years' experience in coordinating a clinical trial;
3. Good analytical skills and ability to understand complex subjects; extract and communicate relevant information from data and documents;



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4. Ability to prepare comprehensive project documentation and reporting, using MS Office software, for internal and stakeholders' communication;
5. Expert project management skills, including a demonstrated ability to define scope, manage stakeholders, manage schedule/task activity, manage change and communicate risks;
6. Excellent organizational skills with the ability to organize time appropriately and effectively;
7. Strong language skills with fluency in written and spoken English and Swahili including presentation skills;
8. Self-motivated, able to work independently to complete tasks and respond to appropriate project authority requests and to collaborate with others to utilize their resources and knowledge to identify quality solutions;
9. Strong organization, planning and project management skills; ability to prioritize tasks for both self and team to meet requirements and deadlines.

REPORTING:

The Project Coordinator will report to Project Principal Investigator.

CONTRACT:

One-year contract which may be renewed on the basis of performance and mutual

DUTY STATION:

The successful candidate will be based at NIMR-Muhimbili, Dar es Salaam.

COMPENSATION:

A competitive salary will be offered as per Government of Tanzania Regulations.



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2. STUDY CLINICIANS (6 POSITIONS)

REPORTING:

Reports to the Principal Investigator

LOCATION:

Based in Dar es Salaam, Tanzania

DUTIES AND RESPONSIBILITIES:

1. Day to day running of clinical trial;
2. Communication between Ward staff and study staff;
3. Screening, enrolment and randomisation of study participants;
4. Day-to-day clinical management of participants;
5. Reporting any SAEs and SUSAR immediately to the local PI;
6. Completing AE forms within 24 hours of their occurrence and communicating the AE/SAE/SUSAR to the local and international PI;
7. Completing progress reports for the DSMB/TSC and ethics committees;
8. Liaising with the study coordinator in ordering trial equipment;
9. Ensuring case report forms (CRFs) are kept accurate and up to date;
10. Ensuring CRFs and AE forms are faxed using the Redcap;
11. Checking and recording all laboratory results for trial participants;
12. Laboratory transport and storage of samples: serum, urine and plasma (in conjunction with laboratory technician);
13. Follow-up of study participants for six months from date of recruitment;
14. Responsible for ensuring secure storage and sufficient supplies of IMP and consumables in conjunction with pharmacist;
15. Ensure appropriate laboratory specimen collection, storage and sample shipping as required;
16. Preparation for external monitoring visits;

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17. On-site monitoring of trial (laboratory, pharmacy, clinical areas, data entry) and
18. To perform any other related duties assigned by the supervisor.

QUALIFICATIONS & REQUIREMENTS:

1. Holder of a Doctor of Medicine Degree (MD) who is registered with the Medical Council of Tanganyika;
2. Experience working with a research organization or institutions;
3. Good analytical skills, ability to understand complex subjects, extract and communicate relevant information from data and documents;
4. Ability to prepare comprehensive project documentation and reporting; using MS Office software, for internal and stakeholders' communication;
5. Expert project management skills, including a demonstrated ability to define scope, manage stakeholders, manage schedule/task activity, manage change and communicate risks;
6. Excellent organizational skills with the ability to organize time appropriately and effectively;
7. Strong language skills, fluent in written and spoken English and Swahili including presentation skills;
8. Previous experience in the field of clinical trials, and knowledge of good clinical practice would be highly desirable; and/or previous experience in Project Management will be an added advantage;
9. Self-motivated; able to work independently to complete tasks and respond to department requests and to collaborate with others to utilize their resources and knowledge to identify quality solutions;
10. Strong organization, planning and project management skills; and
11. Ability to prioritize tasks for both self and team to meet requirements and deadlines.



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DURATION OF CONTRACT:

- One year contract which may be renewed on the basis of performance and mutual agreement.

COMPENSATION:

- A competitive salary will be offered as per Government of Tanzania Regulations.

DUTY STATION:

- Duty station will be Dar es Salaam.

3. STATISTICIAN (1 POSITION)

REPORTING: Principal Investigators

LOCATION: Dar-es Salaam, Tanzania

DUTIES AND RESPONSIBILITIES:

1. To work closely with the study coordinator, Data Manager, study team, and other stakeholders;
2. To identifying data needed by the Institute;
3. To collect data on a monthly basis as per the Institute's needs;
4. To prepare statistical bulletin;
5. To participate in providing technical inputs on matters relating to statistics;
6. To support investigators in the preparation of data management plans;
7. To provide training and mentoring to research assistants; and
8. To perform any other duties that may be assigned by the supervisor.

QUALIFICATIONS & REQUIREMENTS:

1. Holder of bachelor's degree in one of the following fields: Statistics, Mathematics, Biometry, Biostatistics or equivalent qualifications from recognized institutions.; and



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2. Minimum of 2 years' experience relevant to research coordination, data management and analysis.

SKILLS AND COMPETENCIES

1. Knowledge of data management terminology.
2. Ability to communicate effectively and in a professional manner in English and Swahili languages;
3. Flexibility and ability to manage competing priorities;
4. Strong coordination planning and organizing skills;
5. Proactive individual with readiness and ability to learn new skills as required by the position; and
6. An individual with initiative and good judgement, capable of problem solving and working independently;

DURATION OF CONTRACT:

- One year contract which may be renewed on the basis of performance and mutual agreement.

COMPENSATION:

- A competitive salary will be offered as per Government of Tanzania Regulations.

DUTY STATION:

- Duty station will be based in Dar es Salaam.



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4. SOCIOLOGIST (1 POSITION)

REPORTING: Principal Investigator

LOCATION – Dar es Salaam, Tanzania

DUTIES AND RESPONSIBILITIES:

1. To coordinate the organization of CAB meeting;
2. To conduct home tracing activities;
3. Liaise with clinic staff in management of trial related social harms;
4. To organise participant retention activities;
5. To collect data about the attitudes, values, and behaviours of people in groups, using observation, interviews, and review of documents;
6. To consult with and advise individuals such as administrators, social workers, and legislators regarding social issues and policies, as well as the implications of research findings;
7. To observe group interactions and role affiliations to collect data, identify problems, evaluate progress, and determine the need for additional change;
8. To collect data through surveys, observations, interviews, and other sources; and
9. To perform any other related duties assigned by the supervisor.

QUALIFICATIONS & REQUIREMENTS:

- I. Holder of a bachelor's degree in sociology;
- II. Ability to prioritize tasks for both self and team to meet requirements and deadlines;

DURATION OF CONTRACT:

- One year contract which may be renewed on the basis of performance and mutual agreement.

COMPENSATION:



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- A competitive salary will be offered as per Government of Tanzania Regulations

DUTY STATION:

- Duty station will be Dar es Salaam.

5. COMMUNITY HEALTH WORKER (CHW) (10 POSITIONS)

JOB DESCRIPTION:

1. Take part in formation and organisation of patient groups in collaboration with the facility clinicians, study nurses, and patients;
2. Organising monthly patient meetings at community sites;
3. Collecting drugs from the health facility and delivering to the community site;
4. Properly dispensing drugs to patients at the community sites;
5. Taking patients vitals and proper recording;
6. Providing health education at the meetings;
7. Providing counselling and treatment support for adherence;
8. Identify clients who missed their community visit, follow up and make sure they get their drug supply;
9. Being accountable for the proper use and safety of the equipment (BP machine, glucometer, weighing scale);
10. Refer patients if any danger sign is identified during assessment; and
11. Carry out any other related duties as may be assigned.

QUALIFICATIONS & REQUIREMENTS:

1. A certificate /diploma on Community Health or equivalent qualifications from recognized institutions;
2. Have experience working in different health programs within a health facility or with NGOs at a community level;
3. Have experience handling patient records, drugs and medical equipment;
4. Have experience giving health education and adherence counselling;
5. Can demonstrate experience in tracing and following up of patients at community settings;



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6. Ability to work well independently as well as in team environment;
7. Strong interpersonal, customer service and multi-tasking skills are critical.
8. Must live in the study area (catchment area of Amana, Mwananyamala, Temeke, Mbagala; Hindu Mandal, Sinza, Mnazi mmoja, Cardinal Rugambwa, Bagamoyo and Kisarawe);
9. Must submit an introduction letter from the ward executive officer within the area of the study.

DURATION OF CONTRACT:

- One-year contract which may be renewed based on performance and mutual agreement.

DUTY STATION:

- Based in Dar es Salaam and Pwani regions.

COMPENSATION:

- A competitive salary will be offered as per Government of Tanzania Regulations,

MODE OF APPLICATION

All applications should be enclosed with certified photocopies of relevant certificates and detailed curriculum vitae. Deadline for applications is **14th July 2022**. Applicants are also reminded to indicate all contact information necessary for ease of communication. Only shortlisted applicants will be notified. In case you do not hear from us in two weeks' time after the closing date consider yourself unsuccessful. Applicants are required to submit hardcopies of the application to the address below;

The Centre Director,
National Institute for Medical Research,
Muhimbili Medical Research Centre,
P O Box 3436, MUHAS CHPE Building, 4th Floor,
DAR ES SALAAM, TANZANIA.