

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Administrative Officer (1 post)  
**Reports To:** Project Leader  
**Work Station:** Dar es Salaam  
**Apply By:** September 12, 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 Health Institute is looking for a qualified and experienced individual to work as an Administrative Officer. The individual will be required to perform administrative and secretarial activities, and the overall office management including keeping TB Clinic study records at the Mwananyamala clinic.

### Duties and Responsibilities

- Prepare, print and maintain key official documents at the Mwananyamala TB clinic.
- Ensure all study-related forms are properly and accurately filed.
- Update recruitment logs and coordinate storage of the logs in a secured environment.
- Oversee the preparation of participant files, including ensuring there are enough laboratory commodities in the sample collection room at the clinic.
- Coordinate and manage imprest requests and retirements for project staff.
- Oversee patient compensation and transportation of patients from satellite sites.
- Respond to queries, concerns and issues raised by the supervisor/principal investigator or a monitor.
- Ensure that participants' privacy and confidentiality are maintained.
- Oversee all field activities done at a site.
- Communicate with other study staff regularly at scheduled meetings and actively participate in all meetings.
- Provide health education to study participants.
- Ensure the study is done according to the working protocol and adherence to the ICH Guidelines of Good Clinical Practice (GCP).
- Maintain a close professional relationship with government officials in key study areas.
- Oversee that a study site is properly arranged and has enough supplies for daily activities.
- Work in a professional and ethical manner with competence, accountability and integrity.
- Perform any other duties assigned by the supervisor.

### Qualification and Experience

- Degree in Public administration, records management or human resource management, business administration, or equivalent.

#### Ifakara Branch

Off Mlabani Passage  
P.o. Box 53 Ifakara  
Phone: +255232931572

#### Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni  
P.o. Box 78,373 Dar es Salaam  
Phone: +255222774756

#### Bagamoyo Branch

Off Chuguni Road  
P.o. Box 74 Bagamoyo  
Phone: +255232440065

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### Skills and Competencies

- GCP qualifications, experience in clinical research including office management.
- Excellent computer skills including Ms. Office tools.
- Must adhere to IHI core values (Transparency, Responsibility, Integrity, Respect and Initiative).

### 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 Monday, September 12<sup>th</sup>, 2022**. All e-mail application subject lines should include: **ADMINISTRATIVE OFFICER – TB CLINIC. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
#5 Ifakara Street Plot 463 Mikocheni  
P.O. Box 78,373  
Dar es Salaam, Tanzania  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)

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## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Nursing Officer (1 post)  
**Reports To:** Project Leader  
**Work Station:** Dar es Salaam  
**Apply By:** September 12, 2022

### Institute Overview

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### Position Summary

Ifakara Health Institute is looking for a qualified and experienced individual to fill a **Nursing Officer** position. The individual will play a key role in the provision of research nursing services, day-to-day planning and execution of clinical study activities, and act as a team player for a clinical study team consisting of research nurses and study physicians. The individual will be based at the Mwananyamala clinic in Dar es Salaam.

### Duties and Responsibilities

- Participate and contribute to the design of data collection tools such as source documents and case report forms.
- Educate volunteers in a study by using approved study information tools.
- Obtain informed consent from the study participants or their parents/guardians.
- Performs and documents vital signs and anthropometry assessments.
- Collect and label blood, serum, urine and other specimens from study participants for analyses as described in the protocol or as requested by study clinicians.
- Assist senior study nurse in developing workflow procedures and duty roster during clinical trial implementation.
- Administer Investigational Products (IP) and non-IP medications and procedures under the guidance of a study clinician.
- Assist in resolving problems relating to volunteer care and act as a volunteer advocate.
- Give counsel to volunteers with respect to medical conditions and provide appropriate guidance related to research activities.
- Assess patient needs in order to diagnose, plan and implement appropriate nursing care for participants in clinical trials in accordance with the treatment guidelines.
- Track vital signs and carry out regular checks on a patient's wellbeing.
- Monitor treatment plans, evaluate and advise/ make appropriate recommendations to the Medical Officer or relevant officer as required.
- Ensure all study participants are aware of their rights and have signed consent forms.
- Collect and document data as defined in the study protocols.

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- Maintain relevant medical records on participants, treatment, etc. as required.
- Generate and draft nursing reports as may be required from time to time.
- Perform other duties as assigned by the PI.

### Qualification and Experience

- Diploma or degree in Nursing and Midwife.
- Proven experience in working in a clinical trial setting.

### Skills and Competencies

- Proficient IV and phlebotomy skills.
- Excellent diagnostic skills.
- Attentive to detail, willing to take and follow instructions and learn.
- Proactive and confident with strong ethics.
- Ability to work with minimal supervision.
- Team worker, able to work in a multi-cultural environment, punctual and with high integrity.
- Well groomed; neat and clean appearance.
- Experience with computer programs at least intermediate level with Microsoft Office products.
- Fine manual dexterity for repetitive tasks.
- Ability to multi-task and meet deadlines.
- Strong organizational skills and hardworking.
- Excellent customer service and communication skills and ability to work flexible hours including weekends.
- Must adhere to IHI core values (Transparency, Responsibility, Integrity, Respect and Initiative).

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