

VACANCY ANNOUNCEMENT

Job Summary

Position: Receptionist (1 post)
Reports To: Coordinator
Work Station: Bagamoyo
Apply By: September 16, 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, service delivery and policy translation.

Position Summary

Ifakara Health Institute seeks a qualified and experienced **Receptionist**. The Receptionist will be the first point of contact at the entrance of the main door at the Bagamoyo Clinical Trial Facility in Bagamoyo and will provide top-class administrative support.

Duties and Responsibilities

- Maintain tidiness of the main entrance and general reception area.
- Ensure all people entering the Facility are registered in the registration book and visitors will also sign the visitor's book.
- Ensure all people entering the Facility have an ID card visible at all times.
- Ensure visitors are accompanied at all times while in the Facility.
- Ensure volunteers are not allowed to enter the Facility with their belongings unless permission is granted by the administration.
- Ensure the slippers/disposable shoes are worn during their stay in the facility while the study is ongoing.
- Maintains security at the main door by ensuring follow-up procedures; monitoring the logbook maintained by the security guards; also ensuring that visitors put on 'visitor badges'.
- Ensure all the visitors are registered in the BCTF Facility registration book and the reason for the visit will also be documented.
- Provide excellent front-line service to visitors and IHI colleagues.
- Answer phone calls promptly, providing accurate details/information, and transfer to the appropriate person if needed.
- Take accurate messages/information from calls or visitors.
- Directs visitors, collaborators and other staff from branches to the appropriate office or staff member.
- Open, date and stamp all general correspondence.

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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- Receive and dispatch newspapers to the respective departments/sections, or senior staff.
- Receive and process all mail and couriers.
- Receives all parcels delivered through the reception desk and directs them to the respective addressees
- Process incoming and outgoing mail promptly and accurately.
- Provide word-processing and remote secretarial support to the administration unit and other units, such as scanning, photocopying and binding.
- Ensure availability of all institutional forms at the reception which are used for different activities.
- Assist in the arranging/organizing of institutional meetings (projects) which are set to be held at the Kingani conference room.
- Assist the Head of Clinical and Innervation/Head of facility and Project Manager and other senior officers in managing the appointment calendar.
- Cooperate with all Facility staff.

Qualification and Experience

- A Diploma in Office Management. Secretarial Studies or Records Management experience will be an added advantage.

Skills and Competencies

- Must be conversant with Microsoft office applications.
- Proficiency in the English language is essential both written and oral.
- Fluent with basic forms of communication.
- Resilient and flexible.
- Ability to work independently as well as part of a team.
- Adherence 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.

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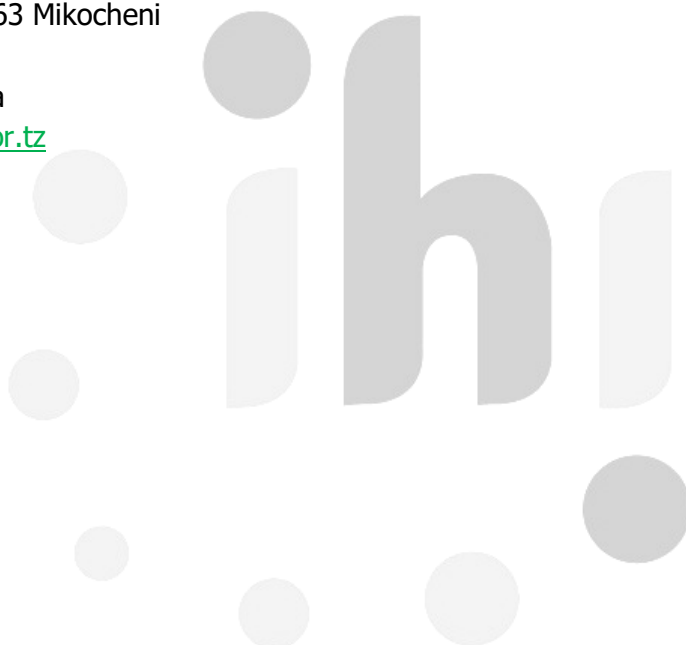
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Mode of Application

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 Friday, September 16th 2022**. All e-mail application subject lines should include: **RECEPTIONIST – SUPPORT. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager
IFAKARA HEALTH INSTITUTE
#5 Ifakara Street Plot 463 Mikocheni
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Job Summary

Position: Research Officer/Social Worker (1 post)
Reports To: Project Leader
Work Station: Bagamoyo
Apply By: September 16, 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, service delivery and policy translation.

Position Summary

Ifakara Health Institute is seeking a Social Worker to take the position of **Research Officer**. The Officer will provide support for the community engagement activities. The individual will closely work with the Project Leader and the community engagement team to promote awareness and, carry out our sensitization activities to the community under the study.

Duties and Responsibilities

- Conduct quantitative and qualitative research.
- Data collection, analysis, and management.
- Enhance protection and benefits; create legitimacy, and share the responsibility that is facilitated through the incorporation of a community's views and its participation in research.
- Engaging the community in discussions that will increase everyone's level of awareness, allow individuals to advocate for their ideas, and offers a format to gather advice or guidance based on the community's expertise and experiences.
- Engage the community at the beginning and throughout the project, to be more receptive to the outcome, implement change, and maintain long-term partnerships with the community.
- Support study and field coordinators in planning, organizing, and coordinating study work including establishing and maintaining linkages with participating health facilities in the field and other key community stakeholders.
- Assist the study coordinator in maintaining the site investigator's file.
- Support in sensitization and recruitment of the intended clinical trials and any other activities related to the community engagement process.
- Provide support to the project leader on proposal development, data collection, analysis, and management.
- Monitor participants' satisfaction and complaints through the systematic collection of their views using customized feedback forms and liaise with the relevant study staff to address any concerns.
- Assist in training of staff involved in research on the use of data collection tools such as interview guides.

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- Perform other duties assigned by the supervisor.

Qualification and Experience

- A Degree in Social Work or equivalent.
- The applicant must be conversant with clinical research activities.

Skills and Competencies

- Knowledge and interest in community engagement activities.
- Good communication skills – both written and verbal.
- Good organization skills and attention to detail.
- Team working spirit as well as the ability to work independently.
- Adherence 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

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Job Summary

Position: Research Officer (1 post)
Reports To: Project Investigator
Work Station: Bagamoyo
Apply By: September 16, 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, service delivery and policy translation.

Position Summary

Ifakara Health Institute is seeking a **Research Officer** to work in the insectary laboratory. The Research Officer will also work and in the field to carry on field experiments in order to obtain qualitative and quantitative data.

Duties and Responsibilities

- Develop and implement the research objectives and according to the scheduled timeframe.
- Design and conduct laboratory and field experiments in line with the objectives of the project.
- Ensure that quality control procedures and ethical guidelines are adequately followed in the running of the above projects.
- Collect analyses and report on both quantitative and qualitative data.
- Supervise field workers, volunteers and technicians as required on the project.
- Report on progress and outcomes of the projects at the end of every month electronically or in print.
- Write and publish high quality scientific papers in peer-reviewed and internationally recognized journals.
- Present research findings at least twice a year at weekly departmental group meetings and at least once at a national conference during the course of the project.
- Undertake at least one professional development opportunity in grant writing, paper writing or data analysis during the course of the project.
- Be flexible to use local transport including bicycles and motorbikes to conduct various fieldwork.
- Ensure proper care in the use and maintenance of equipment and supplies and promote continuous improvement of workplace safety and environmental practices.
- Carries out administrative duties including resource management for the smooth running of the Environmental Health and Ecological studies department and IHI.
- Ensure that study plans, amendments and SOPs are available to all involved study personnel.

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info@ihi.or.tz | www.ihi.or.tz

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- Ensure that the procedures specified in the study plan are followed; assess and document the impact of any deviations from the study plan on the quality and integrity of the study and take appropriate corrective action if necessary; acknowledge deviations from SOPs during the conduct of the study.
- Ensure that all raw data generated are fully documented and recorded.
- Ensure that computerized systems used in the study have been validated.
- Ensure that after completion (including termination) of the study, the study plan, the final report, raw data and supporting material are archived.

Qualification and Experience

- BSc. in Biotechnology and Laboratory sciences or equivalent qualification.
- Experience and Knowledge of mosquito bioassays.

Skills and Competencies

- Research Management.
- Experimental designs and data analysis.
- Adherence to IHI core values (Transparency, Responsibility, Integrity, Respect and Initiative).

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Position Summary

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Duties and Responsibilities

- Develop and implement the research objectives and according to the scheduled timeframe.
- Design and conduct laboratory and field experiments in line with the objectives of the project.
- Ensure that quality control procedures and ethical guidelines are adequately followed in the running of the above projects.
- Collect analyses and report on both quantitative and qualitative data.
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