

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



EMPLOYMENT OPPORTUNITIES

MULTILINK RESEARCH PROJECT

Muhimbili University of Health and Allied Sciences is inviting applications from suitably qualified Tanzanian to be considered for employment in the positions below **for the research project titled: Multimorbidity-Associated Emergency Hospital Admissions: A “Screen and Link” Strategy to Improve Outcomes for High-Risk Patients in Sub-Saharan Africa**, funded by the National Institute for Health Research (NIHR) Global Health Research grant to the Department of Emergency Medicine.

STUDY COORDINATOR: 1 POST

Qualification

- Medical Doctor and/or master’s Level Training in a Health Sciences Field (e.g., Public Health, Epidemiology)
- Completed training program; preferably with minimum of 2 years working experience
- For Medical Doctor applicants—current medical license to practice

Experience

- Computer skills (word processing, database management) essential
- Prior clinical research experience will be given preference

Language

- Proficiency in written and verbal English and Kiswahili essential

Responsibilities

The study coordinator will report to the Principal Investigators, specifically, the incumbent will perform the following:

- Oversee the day-to-day implementation of multiple research projects

- Work with the principal investigators to manage team of clinical officers, research nurses, field workers, data management team, and drivers to assure smooth coordination of the staff work and assignments
- Develop an in-depth understanding of the study design and goals so that s/he can participate fully in the successful implementation and execution of the studies
- Problem-solve on-site, with timely responses to questions about studies posed by field staff, participants, and others
- Liaise with field staff, laboratory staff, and procurement staff to develop procedures to maintain adequate supplies on-site for the study
- Work with local officials to explain the purpose of the study, to assist with feedback of study findings and to troubleshoot and problem-solve when issues arise
- Provide oversight of study enrollment and data collection by maintaining a daily presence at the enrollment sites to assist and oversee the research nurses with informed consent, clinical procedures, including phlebotomy, and interactions with local clinical staff
- Ensure high quality data collection through the following: assisting in establishment and maintenance of quality control systems; performing data QC; working with data management staff to generate regular reports and identify procedures to minimize data entry errors; leading regularly scheduled QC meetings with clinical and data teams
- Maintain systems for tracking the movement of forms and samples and timely reporting of point-of-care laboratory results
- Participate in regular conference calls, lead team meetings, and provide regular reports to the Principal Investigators
- Assist with regulatory matters—ensuring all staff are compliant with ethics training; generating progress reports for Ethics Committees
- Work in a professional and ethical manner with competence, accountability, and integrity

The above statements describe the general nature and level of work being assigned to this position. This is not an exhaustive list of all responsibilities and duties

PROJECT ADMINISTRATOR: 1 POST

Qualifications, Experiences, and Skills

- Bachelor's in office administration or business administration
- At least two year's relevant and acceptable work experience in an Administrative /Office work environment.
- Have a high degree of computer literacy - including competence in the following Microsoft applications, word processing, spreadsheets, file management, e-mail, and the internet.
- Excellent organizational and multi-tasking skills
- Prior experience and/or ability to facilitate and support the work of team members
- Knowledge and skills in the preparation and maintenance of proper financial records and banking procedures and reporting on same.
- Good oral and written communication skills in English

Responsibilities

- Organizing and coordinating Multilink research project meetings, workshops, and seminars.
- Handling of Multilink research project member's inquiries
- Perform general clerical duties including but not limited to photocopying, faxing, mailing, and filing.
- Ensure the Multilink research project compliance with relevant regulations.
- Managing inventory of office supplies, including stationery and multimedia equipment to ensure smooth office operations
- Participate in any other activities which may be required to be undertaken to fulfil the objectives of the Multilink research project.

RESEARCH ASSISTANTS: 4 POSTS

We are looking for motivated individuals to fill the position of Research Assistant for the Multilink research project at the Muhimbili National Hospital Emergency Department. The research project aims to design and test a system to identify patients suffering from multimorbidity during the emergency assessment to optimize immediate treatment and ensure post-discharge linkage to appropriate care. This position offers clinical research experience for those interested in pursuing a clinical career.

Job Responsibilities

- Perform measurements and collect medical data
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- Provide support for research staff
- Select a place to conduct interviews and obtain permission from all participants
- Recruit, schedule and conduct interviews
- Write reports to summaries data and the implications of the results
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
- Perform other duties and responsibilities that project supervisors may assign

Skills and Experiences

- Sound organizational and data management skills, and the ability to handle several responsibilities and work under tight time constraints
- Ability to use tact, discretion, and sound judgement when dealing with confidential information
- Basic computer skills using MS Office applications, Word, Excel, PowerPoint, and Spreadsheets
- At least One (1) year of experience in conducting qualitative and quantitative research activities

Qualifications

- Holder of diploma or bachelor's degree in one of the following fields: Medicine, Nursing, Pharmacy or Medical Laboratory who has completed an internship and registered by a reputable council.

GENERAL CONDITIONS FOR ALL POSTS:

- (i) Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact postal address, email address and telephone numbers. **(In PDF)**
- (ii) Applicants should apply on the strengths of the information given in this advertisement.
- (iii) The title of the position applied for should be written in the subject of the application email. E.g., ***Project coordinator for MULTILINK RESEACH PROJECT***
- (iv) Applicants must attach their detailed relevant **certified copies** of Academic certificates/transcripts as follows:
 - Bachelor's degrees and Transcript
 - Form IV and Form VI National Examination Certificates.
 - Computer Certificates
 - Professional Certificates from respective boards where applicable.
 - One recent passport size picture and copy of birth certificate.
 - National Identification Card.
- (v) Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will necessitate to legal action.
- (vi) Applicant mailing address; gimbo.hyuha@muhas.ac.tz
- (vii) **DEADLINE FOR APPLICATION IS 16/09/2022, 11:59pm EAT.**