



The Tanzanian Diabetes Association (TDA) is a nationally recognized leader on diabetes policy and practice, a convener of the community movement, a partner to including foundations, government, and an advocate for people at risk of or living with diabetes including type 1 diabetes.

TDA in partnership with the University of Pittsburg and Life for A Child (LFAC) are looking forward to conducting a clinical trial to determine whether insulin glargine reduces the risk of serious hypoglycemia or improves Time in Range over 3-6 months when compared against standard of care human insulin (e.g. NPH or premixed 70/30) among youth living with type 1 diabetes (T1D) in low resource settings (HumAn-1 Trial). This is a two year project to be implemented between 2022-2024.

Therefore, TDA is calling for qualified candidates to apply for the following positions:

### **1. JOB TITLE: TRANSCRIBERS (2 POSITIONS)**

**Reports to: Project Manager/Study coordinator and PI**

**Contract: Part time**

**Location: Bugando Medical Center and Sekou Toure Hospital, Mwanza**

#### **Minimum Qualifications**

- Holder of at least bachelor's degree in social science, health related subject or equivalent 0 At least two years of experience in qualitative data
- collection, including qualitative interviewing, is required Ability to use a computer, tablets and MS package i.e. excel, PPT and Word.
- Ability to prioritize, multi-task and work under deadlines and independently with minimal supervision Experience working or interacting with with others including children, parents/caregiver and healthcare workers and discussing issues related to chronic conditions such as diabetes, is advantageous
- Great organizational capacity
- Excellent interpersonal, oral, and written communication skills

- Fluency in English and Swahili
- Available and ready to work in Mwanza from February 2023.

**Job responsibilities.**

- Attend training workshop
- Have a thorough understanding of the trial protocol and in particular the qualitative component.
- Able to follow study SoP
- Obtain informed consent of individuals to be interviewed Interview individuals to obtain relevant information using qualitative interview methods
- Collect data using tablets and excel templates or interview guide and audio tap
- Maintain privacy and total confidentiality regarding all information related to the study
- Assist in collecting feedback/ suggestions of participants, if necessary
- Perform verbatim transcription of collected qualitative data Performing any other duties related to the study as assigned by the study coordinator

**2. JOB TITLE: QUALITATIVE DATA COLLECTORS (2 POSITIONS)**

**Reports to: Project Manager/Study coordinator and PI Contract: Part time**  
**Location: Bugando Medical Center and Sekou Toure Hospital, Mwanza**

**Minimum Qualifications**

- Holder of at least bachelor's degree in social science, health related subject or equivalent 0 At least two years of experience in qualitative data
- collection, including qualitative interviewing, is required Ability to use a computer, tablets and MS package i.e. excel, PPT and Word.
- Ability to prioritize, multi-task and work under deadlines and independently with minimal supervision Experience working or interacting with with others including children, parents/caregiver and healthcare workers and discussing issues related to chronic conditions such as diabetes, is advantageous
- Great organizational capacity
- Excellent interpersonal, oral, and written communication skills
- Fluency in English and Swahili
- Available and ready to work in Mwanza from February 2023.

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### **3. JOB TITLE: RESEARCH ASSISTANT (2 POSITIONS)**

**Reports to: Site trial coordinator**

**Location: Sekou Toure Hospital and Bugando Medical Center, Mwanza City**

**Contract: Full time, 1 years, renewable**

#### **Minimum Qualifications:**

- Medical doctor (MD, MBCHB) who has completed internship with clinical experience of at least one year
- Proficiency in written and spoken English
- Has had prior experience in obtaining consent (preferred) Trained in or have experience with diabetes care services Completed human subjects research training requirement(s) per the local 1RB.
- GCP qualifications, experience in clinical research including coordination of recruitment, and minimal financial skills.
- Moderate computer skills including Ms. Office tools i.e., Word, Excel etc.
- Excellent collaborative skills.
- Ability to work in a team and independently.

#### **Job Responsibilities:**

- Report directly to Site trial Coordinator.
- Assist in insulin titration and monitoring of participant glycemic control.
- Ensure that participants return to clinic for appropriate intervals for collecting follow-up data (e.g., laboratory testing, completing surveys/questionnaires.
- Complete online study forms using a laptop computer or portable devices (e.g. iPad)
- After training, be able to activate and place Continuous Glucose Monitor (CGM) sensors, download sensor data, remove and replace with new sensor.
- Travel to study participants' home every after specified interval to obtain CGM data.

- Distribute compensation payments to participants following each completed study milestone.
- Assist with recruitment and obtaining consent from participants
- Receive training and assist in the data collection for the qualitative (1:1 interviews), quality-of-life (surveys) and cost effectiveness sub-studies.
- Ensure the study is done according to the working protocol and adherence to the 1CH Guidelines of Good Clinical Practice (GCP).
- Maintain a close professional relationship with the government officials and other officials in the study area and at the study area.
- Work with the study coordinator and PI to ensure that the study-specific SOPs are complete and are updated regularly.
- Work in a professional and ethical manner with competence, accountability and integrity.
- Perform any other activities as may be assigned

#### **4. JOB TITLE: SITE COORDINATOR (2 POSITIONS)**

**Reports to: Project Manager/Overall Study Coordinator**

**Location: Sekou Toure Hospital and Bugando Medical Center, Mwanza City**

**Contract: Full time, 1 years, renewable.**

#### **Minimum Qualifications:**

- Bachelor degree or Master's degree in a healthcare related field with substantial subject matter related expertise (e.g. physician, diabetes educator).
- Have experience or training in the management of type 1 diabetes.
- Proven interpersonal skills in working effectively as a member of a team and independently.
- Possess research experience in healthcare
- Complete human subjects research training requirement(s).
- Registered by professional body (MCT, TNMC) and possess a valid practicing license.
- Proficiency in written and spoken English
- Willing to work and reside in Mwanza for the project period 0 Familiar with Tanzanian contexts
- Good computer literacy 0 Minimal financial skills

#### **Job Responsibilities:**

- The Coordinator will be familiar with all study/trial procedures occurring at the local site.
- Report directly to the site Project Manager/Overall coordinator and local Co-PI.

- Manage and supervise the Research Assistant(s).
- Ensure patient safety (e.g. be able to connect participants with appropriate and immediate medical care in case of serious adverse events or emergencies).
- Ensure that participant data is stored securely.
- Serve as the first point of contact for potential adverse events. 0 Assist in the preparation of monthly or quarterly trial reports (e.g. recruitment, CGM our outcome measures, protocol deviations/violations, adverse events)
- Work closely with site liaison personnel, local PI and overall trial coordinator and ensure study-specific SOPs are complete and are updated regularly.
- Ensure study equipment and store are available at the site
- Participate and give updates in physical and virtual meetings with regard to implementation of the study at the site.
- Maintain a close professional relationship with the government officials in the study area.
- Work with the study coordinator and PI to ensure that the study-specific SOPs are complete and are updated regularly.
- Work in a professional and ethical manner with competence, accountability and integrity.
- Ensure the study is done according to the working protocol and adherence to the ICH Guidelines of Good Clinical Practice (GCP).
- Assist with recruitment and obtaining consent from participants
- Secretary to the site study implementation committee meetings, take minutes and disseminate accordingly and timely.
- Perform any other activities as may be assigned

## **5. JOB TITLE: PROJECT FINANCIAL OFFICER (1 POSITION)**

**Reports to: Project Manager/Overall coordinator, PI and TDA's Hon. General Secretary**

**Location: TDA Office, Dar Es Salaam.**

**Contract: Fixed Terms, 1 year, renewable.**

### **Minimum qualification:**

- At least a bachelor degree in finance and accountancy with minimum of two years of experience in similar capacity
- Recognized by professional body and holder of Certified Professional Accountant (CPA)
- Experience of working with NGOs is an added advantage
- Good experience in financial management
- Experience overseeing project operations, procurement, and logistics; extensive experience in the development of project budgets.

- Excellent communication skills – both verbal and written
- Proficiency in working with Microsoft packages, including Outlook, Word and Excel.
- Accuracy in reporting detailed financial information
- Ability to work as part of a team, as well as on own initiative
- Ability to communicate effectively with colleagues and professionals alike
- Confidence in liaising with external organizations
- Ability to work under pressure, plan and priorities own workload, manage competing tasks and meet deadlines.
- Ability to maintain effective office systems
- Ability to travel locally as required.

#### **Job responsibilities:**

- Take care of bookkeeping and administration of invoices and accounting documents
- Manages the bank account, payments and treasury
- Monitor expenditure against budgets; monitor cash flow and predict new trends
- Contribute to the preparation of financial statements and processing and retention of documents and support in accordance with TDA/University of Pittsburgh regulations.
- Produce accurate financial reports at specific deadlines
- Prepare invoices to be submitted to Pittsburgh University timely and on quarterly basis
- Manage the annual accounts closing and the external audit in collaboration with the external accountant
- Ensure compliance with regulations (TDA and University of Pittsburgh) for procurement of goods and services and recordkeeping
- Develop appropriate financial systems and tools.
- Prepare monthly payrolls
- Manages time-sheets

#### **Remuneration**

Competitive salary shall be offered to qualified candidates

#### **How to Apply:**

If interested, please apply by sending a CV, over letter one page maximum and contact details of 3 references in English to [jobapplication@tdatz.or.tz](mailto:jobapplication@tdatz.or.tz) by the **18<sup>th</sup> of November, 2022; 1600 hours EAT**. Please indicate the position you are applying for in the subject line. Only applications submitted via e-mail shall be considered.

**Only shortlisted applicants shall be contacted.**