

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



EMPLOYMENT OPPORTUNITIES

POETIC-AFRICA RESEARCH PROJECT

Muhimbili University of Health and Allied Sciences is inviting applications from suitably qualified candidates to be considered for employment in the positions below on the **POETIC Africa Research Project** funded by the UK National Institute for Health Research (NIHR).

One combined post: RESEARCHER & PROJECT MANAGER

Job Description / Terms of Reference

We are looking for a motivated individual to fill the position of Researcher & Project Manager on the POETIC-Africa research project. The Project Manager will be an experienced clinical researcher and project lead, responsible for the research, coordination and implementation of the Project while remaining aligned with the goals of Essential Emergency Critical Care and POETIC-Africa.

Qualifications

- A Master's degree in health sciences or a related field *or an* MMed in an acute medical specialty.
- At least 5 years of research experience.
- A PhD is an added advantage.

Experience and skills

- Experience of designing research studies and developing research protocols.
- Experience of clinical research projects conducted in hospitals.
- Experience of writing and leading scientific articles and publishing papers.

- Experience of leadership and managing a team.
- Excellent communication skills (written, verbal and through presentations) to be able to liaise with a wide variety of people, good attention to detail.
- Ability to independently lead a research project.
- Ability to oversee data collection, data management, quality assurance and to conduct statistical analysis.
- Computer literacy, including MS Office Suite.
- Experience of work in emergency care or critical care is an added advantage.
- Experience of Essential Emergency and Critical Care (EECC) is an added advantage.
- Experience of working with Stata is an added advantage.

Languages

- Fluency in written and spoken English.
- Fluency in written and spoken Swahili is an added advantage.

Responsibilities

- Lead the project and coordinate all POETIC-Africa and “NIHR Global Health Group on Perioperative and Critical Care” activities in Tanzania.
- Responsible for the good quality and ethical conduct of the project.
- Responsible for securing all necessary approvals, ethical clearances, and establishing close communication with study sites.
- Write and develop study protocols, Standard Operating Procedures and study procedures & logistics.
- Define and document project scope, goals/objectives, deliverables, timelines and required resources.
- Develop the budget, adhere to budgetary allocation, financial and project reporting and communication between all involved institutions
- Recruitment and line management of the project team including the Project Coordinator.
- Design work plans for each team member depending upon project requirement and member expertise and ensure their execution.
- Resolve problems and challenges, and timely reporting of issues to the PI if their input is required.
- Establish effective project implementation and communication plans to track project performance and ensure both short-term and long-term deliverables are met in a timely manner.
- Liaising with stakeholders and presenting reports on progress as well as problems and solutions.
- Coordinating and overseeing data collection, documentation and study conduct.

- Conducting post-project evaluation and identifying successful and unsuccessful project elements.
- Leading analysis, scientific write-ups and publications.
- Reports to the POETIC-Africa PI

One post: PROJECT COORDINATOR

Job Description / Terms of Reference

We are looking for a motivated individual to fill the position of Project Coordinator for the POETIC-Africa research project. The Project Coordinator will support their line-manager the Project Manager with administrative tasks, communicating with stakeholders, research activities and ensuring the smooth conduct of the project.

Qualifications

- Medical doctor or Masters Level training in Health Sciences field (e.g. Public Health, Epidemiology).

Experience and skills

- At least 1 year of research experience.
- Experience of working on clinical research is an added advantage.
- Excellent communication skills (written, verbal and through presentations) to be able to liaise with a wide variety of people, good attention to detail.
- Experience of coordinating/managing research projects is an added advantage.
- Strong organizational skills including documentation management and ability to use project management tools.
- Excellent time management skills with ability to meet deadlines.
- Excellent problem-solving abilities: able to solve problems independently and to quickly recognize when a problem requires the involvement of senior colleagues.
- Extensive understanding of the research environment at MUHAS.
- Proficiency in Microsoft Office.

Languages

- Fluency in written and verbal English and Swahili is essential.

Responsibilities

- Oversee day-to-day implementation of project activities.
- Assisting with resource scheduling so that team members have the resources they need to complete their tasks.
- Scheduling stakeholder meetings and facilitating communication between the Project Manager and stakeholders throughout the project lifespan.
- Managing project management documents such as approvals and clearances, contracts, project plan, budget, schedule; as directed by Project Manager.
- Executing and monitoring variety of project administrative tasks such as procurement and office work.
- Work with the Project Manager to manage team of research assistants, data management team and other project staff to assure smooth coordination of the staff assignments.
- On-site problem solving; with timely responses to questions about the project/work posed by field staff, participants and others
- Participate in regular conference calls, lead team meetings and provide regular reports to the Project Manager.
- Hastening project's social media presence by ensuring that the project's work and activities are shared on social media platforms.
- Foster cross-team collaboration.
- Assist with regulatory matters, securing all necessary approvals, ethical clearances, monitoring the study to ensure that it complies with protocols, is ethically conducted and follows regulatory standards.
- Participate in data collection, data management, analysis, write-up and publication of findings.
- Reports to Project Manager.

GENERAL CONDITIONS FOR ALL POSTS

- i. Applicants must attach an up-to-date current Curriculum Vitae (CV); having a reliable contact postal address, email address and telephone numbers **(In PDF format)**
- ii. Applicants should apply in accordance to their strengths as indicated the information given in this advertisement.
- iii. The title for the position applied for should be written in the subject of the application email, e.g.: ***Project Coordinator for POETIC-AFRICA PROJECT.***
- iv. All applications should be sent to: poeticafrica@gmail.com

DEADLINE FOR APPLICATIONS IS 28/12/2022 11:59pm EAT