



UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH

NATIONAL INSTITUTE FOR MEDICAL RESEARCH



**JOB ADVERTISEMENT**

**DATE: 29 DECEMBER 2022**

**BACKGROUND**

The National Institute for Medical Research (NIMR) is a Parastatal Organization established by an Act of Parliament No. 23 of 1979 (CAP.59, R.E.2002) and became operational in 1980. NIMR-Mwanza Research Centre (MMRC) is one of the NIMR Centers located in Mwanza. The Centre is currently conducting research on HIV/AIDS, Tuberculosis, non-communicable diseases (NCDs) as well as other diseases of public health importance. The National Institute for Medical Research is looking for the qualified, experienced and well-motivated personnel to fill various vacant positions to work with LINEA and PARENT APP Projects. Duty station will be at NIMR Mwanza Centre.

1. **LINEA PROJECT:** This is the cluster randomized controlled trial assessing the impact of a complex social norm intervention involving a tailor-made radio-drama program and curricula based information targeting adolescent girls aged 13 to 15 years and older men to prevent Age-Disparate Transactional Sex. This project is collaboration between NIMR, London School of Hygiene and Tropical Medicine and Amani Girls Home. NIMR will lead the study evaluation activities which involve both quantitative and qualitative data collection methods. The quantitative components will include questionnaire-based surveys among cohort participants and community members; while the qualitative part will involve in-depth interviews and focus group discussions with targeted cohort participants.
2. **PARENT APP PROJECT:** NIMR is collaborating with the University of Oxford, UK and University of Cape Town, South Africa to conduct a two-arm cluster randomised controlled trial to test the effectiveness and cost-effectiveness of ParentApp (an evidence-based parenting app for parents and caregivers of adolescents aged 10-18 years) on improving parenting, reducing violence and assessing processes and outcomes which address parenting skills that promote holistic adolescent development, specifically related to executive function and social integration using a learning through play approach. The study is being conducted in two regions - Mwanza and Shinyanga in Tanzania.

**A. JOB POSITION: RESEARCH ASSISTANTS (29 POSTS)**

**REPORTING:** The post holder will report to the Project Manager

**DUTIES AND RESPONSIBILITIES:**

- I. To collect Data in the field;
- II. To conduct qualitative and quantitative data collection;
- III. To transcribe and translate data and study materials;
- IV. To participate in the analysis of qualitative data –such as coding of data;
- V. To write field reports; and
- VI. To perform any other related duties as may be assigned by the Supervisor.

## **QUALIFICATION AND COMPETENCE:**

- I. Holder of Bachelor Degree in social sciences or public health;
- II. Experience conducting field research and preferably qualitative research;
- III. Report-writing skills;
- IV. Excellent written and oral communication skills in Kiswahili and English;
- V. Commitment in working as part of a multidisciplinary research team;
- VI. Ability to work in a multicultural environment;
- VII. Experience working in rural and urban communities in populations with low illiteracy; and
- VIII. Experience with Microsoft Word, Excel and PowerPoint.

**TERMS OF SERVICE:** 6 months contract which may be renewed on the basis of performance and mutual agreement.

### **DUTY STATION:**

The successful candidate will be based at NIMR Mwanza Centre and regularly visits study sites in Mwanza, Shinyanga and Geita Regions.

### **COMPENSATION:**

A competitive salary will be offered to the successful candidate as per project budget.

## **B. JOB POSITION: DATA MANAGER (1 POST)**

**REPORTING:** The post holder will report to the Principal Investigator (PI)

### **DUTIES AND RESPONSIBILITIES:**

- I. To develop and refine guidelines on good research data practices, ensuring that data management is integrated with existing data collection procedures for the study;
- II. To maintain the hardware and software related to the study;
- III. To develop data management and data cleaning plans;
- IV. To set up data monitoring procedures, reviewing and analyzing data discrepancies, managing and resolving data quality issues together with the field-based staff and other staff, and writing routine reports to the study team;
- V. To ensure that the data collected is of high quality and is properly stored;
- VI. To perform complex technical work associated with the installation; configuration, administration and maintenance of server systems as well as related software and applications;
- VII. To manage and service the server and to provide direct technical leadership in the server and security disciplines; and
- VIII. To perform any other related duties as may be assigned by the Supervisor.

## **QUALIFICATIONS AND EXPERIENCE:**

- i. Holder of a Masters Degree in Computer Science/Information Technology/ or Health Informatics is required;
- ii. Strong management, inter-personal and communication skills;
- iii. Excellent knowledge of server, storage and security technology and industry standard best practices;
- iv. Ability to recognize and set priorities and to use initiative and independent decision-making skills;
- v. Ability to organize, direct, motivate and evaluate services team, mentor others, and foster a team environment;

- vi. At least 3 years of work experience in data systems, programming in the health sector with health information systems.

**TERMS OF SERVICE:** One (1) year contract which may be renewed on annually based on performance and mutual agreement.

**DUTY STATION:** The successful candidate will be based at NIMR Mwanza Centre.

**COMPENSATION:** A competitive salary will be offered to the successful candidate as per project budget.

### **C. JOB POSITION: INFORMATION AND TECHNOLOGY EXPERT (2 POSTS)**

**REPORTING:** The post holder will be reporting to the Research Manager

The Information and communication expert will be tasked with troubleshooting participants' phones to facilitate the installation of a parenting digital intervention and training researchers with the aim of ensuring that all researchers are equipped with key digital skills and are able to troubleshoot issues to facilitate the installation of the parent application and to sustain its functioning on the phone.

#### **DUTIES AND RESPONSIBILITIES:**

- I. To Troubleshoot problems affecting the installation of the parent app on the study participant's phone;
- II. To provide participants with instructions on how to operate their phones;
- III. To maintain rapport with participants by examining complaints regarding phones and identifying solutions;
- IV. To document service and installation actions by completing forms, reports, logs, and records;
- V. To install the parent app to demonstrate the successful performance of the app as per the participants' expectations;
- VI. To fix the problems arising after installing the app;
- VII. To communicate with the app developers to troubleshoot issues related to the performance of the parenting app; and
- VIII. To perform any other related duty assigned by the supervisor.

#### **QUALIFICATIONS AND COMPETENCES:**

- I. Holder of a Degree in Computer Science or Information Technology
- II. At least one year of work experience in developing mobile applications, configuring devices and managing mobile applications.

#### **TERMS OF SERVICE:**

One (1) year contract which may be renewed on annually based on performance and mutual agreement.

#### **DUTY STATION:**

The successful candidate will be based at NIMR Mwanza Centre.

**COMPENSATION:**

A competitive salary will be offered as per project budget

**D. JOB POSITION: COMPUTER OPERATOR (1 POST)**

**REPORTING:** The post holder will be reporting to the Centre Director

**JOB DESCRIPTION:** The post holder will be responsible with typing, photocopying, printing and scanning various documents at the Centre.

**DUTIES AND RESPONSIBILITIES:**

- I. To assist in the administration of computer operations;
- II. To overseeing proper computer run log reporting required for computer operations;
- III. To deal with scanning, printout and printout of various office documents;
- IV. To supervise data turnaround time; and
- V. To perform any other relevant duties assigned by supervisor

**QUALIFICATIONS AND COMPETENCES:** Holder of certificate in one of the following fields; Computer Science, Information Technology, Telecommunications, Information Systems or equivalent qualification from a recognized Institution.

**TERMS OF EMPLOYMENT FOR ALL POSTS:**

One (1) year contract which may be renewed on the basis of performance and mutual agreement.

**DUTY STATION:**

The successful candidate will be based at NIMR-Mwanza centre.

**COMPENSATION:**

A competitive salary will be offered as per the Government of Tanzania salary scales.

**MODE OF APPLICATION:**

- i. The application letter should be written in English.
- ii. Applicants should indicate three reputable referees with a reliable contact.
- iii. Applicants must attach relevant certified copies of academic certificates, including forms four and six.
- iv. Application letters should be attached with a detailed Curriculum Vitae (CV).

All applications should be addressed to:

**Centre Manager,  
National Institute for Medical Research (NIMR) Mwanza Centre,  
P.O.BOX 1462,  
Mwanza. Or through email: [mwanza@nimr.or.tz](mailto:mwanza@nimr.or.tz)**