



The Mwanza Intervention Trials Unit (MITU) based at the National Institute for Medical Research campus in Mwanza, Tanzania is a collaborative research unit of the London School of Hygiene and Tropical Medicine and the National Institute for Medical Research. The mission of the Mwanza Intervention Trials Unit is to contribute to improving health through the development and evaluation of interventions against HIV and other health problems by conducting research, including clinical trials, to the highest international standards; to enhance the capacity to carry out such research in Tanzania and the East African region; and to contribute to the translation of research findings into health policy.

The Unit is now inviting applications from highly motivated and suitably qualified candidates to fill the following position:

Position: Laboratory Sample Archivist

We are looking to appoint a diligent and detail-oriented Laboratory Sample Archivist to join our laboratory team. The ideal candidate will work closely with the Head of Laboratory and other laboratory staff to ensure effective and organized management of laboratory samples as part of MITU's various research projects.

Principal Responsibilities:

- Oversee the day-to-day management and archiving of laboratory samples in accordance with Good Clinical Practices (GCP), Good Clinical Laboratory Practices (GCLP) and departmental Standard Operating Procedures (SOPs).
- Ensure accurate tracking, storage, and retrieval of laboratory samples, ensuring they are handled according to project needs and regulatory standards.
- Work with the other laboratory archivist and research teams to maintain the database of archived samples and ensure that all relevant documentation is accurately recorded.
- Develop and implement data management plans specific to sample storage and tracking for assigned studies.

Specific Responsibilities:

- Accurately catalogue and store laboratory samples, ensuring all samples are correctly labelled and tracked in the laboratory database.
- Coordinate with the laboratory management team to ensure seamless data collection and data entry for samples into the system.
- Provide regular updates on the status of archived samples to the laboratory manager.
- Ensure proper maintenance and quality control procedures are followed for all archived samples.
- Assist in the retrieval of archived samples when needed and support audits or inspections related to sample management.
- Coordinate with the project team when preparing samples for shipment to external laboratories
- Maintain an accurate account of samples retrieved from the lab archive for any purpose.

Essential Qualifications:

- Diploma in Laboratory Technology or related field.
- Good understanding of laboratory sample handling and management procedures.
- Experience with database management and tracking systems for laboratory samples.
- Strong organizational skills with an ability to manage multiple tasks simultaneously.
- Ability to work independently with minimal supervision.
- Good communication and organizational skills, with flexibility to travel when required.
- Experience with laboratory data management systems.

Desirable:

- Experience in clinical research sample management.
- Familiarity with laboratory data management software and tracking tools.
- Interest in clinical or public health research.
- Training on Good Clinical Practices (GCP) and Good Clinical Laboratory Practices (GCLP).
- Registered to practice with the appropriate board.

Mode of application:

- Interested applicants should submit a letter of application together with their CV and copies of all relevant certificates, memberships and qualifications recruitment@mitu.or.tz no later than **20th February 2025**.
- The applicants must clearly state the job title for which they are applying in the subject line of the email.
- Paper applications will not be accepted.
- All attached documents should be saved using the candidate's name.

Interviews will be held at the earliest available opportunity and only shortlisted candidates will be notified by email if selected for interview.

If you have not heard from us within two weeks of the closing date, please consider yourself unsuccessful.

MITU is an equal opportunity organization, female applicants and people with disability are highly encouraged to apply.

MITU never asks for money at any stage of its recruitment process; this includes application fees, interview fees, processing fees, or any other form of payment. If you are ever contacted by someone claiming to be from the MITU staff and asking for money, it is a scam and should be reported immediately.

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