



UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT,
GENDER, ELDERLY AND CHILDREN

NATIONAL INSTITUTE FOR MEDICAL RESEARCH



JOB ADVERTISEMENT

Date: 20th/08/2021

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. On behalf of the Director General of the National Institute for Medical Research, the Centre Director of NIMR Mwanza is looking for the qualified, experienced and well-motivated personnel to fill the following vacant positions in the Long-term health after Severe Acute Malnutrition in children and adults: the role of the Pancreas (SAMPA) study. SAMPA is a longitudinal study investigating the links between undernutrition and future diabetes risk and will be based in Mwanza city.

1. JOB POSITION: STUDY COORDINATOR (1 POST)

REPORTING

The **Study Coordinator** will report and work under the Head of Clinical Research Department.

JOB DESCRIPTION

Candidate shall be responsible for implementing research/trial activities including executing informed consenting processes, enrolment and monitoring of study participants. Will assist study investigators in preparing study data, literature reviews, analysis for meeting presentations and publications. He/she shall be responsible in conducting and disseminating scientifically and ethically sound health research that addresses the national health priorities to alleviate health problems for scientific advancement and human wellbeing.

DUTIES AND RESPONSIBILITIES:

1. To coordinate recruitment, data collection and entry according to standard operating procedures and SAMPA study protocol;
2. To coordinate sample collection, testing, archiving and reporting of results;
3. To coordinate application for ethics approvals and renewals;
4. To coordinate meetings with internal and external collaborators;
5. To contribute in developing data analysis plan and in manuscript writing; and
6. To perform other relevant duties as may be assigned by the supervisor.

QUALIFICATIONS AND COMPETENCES:

1. Holder of Master's degree in Epidemiology or Public Health;
2. Having trained in HIV and NCDs will be an added advantage;
3. A minimum of 5 years working experience with research organization
4. Strong language skills, fluency in written and spoken English and Swahili including presentation skills;
5. Good analytical skills and ability to understand complex subjects extract and communicate relevant information from data and documents;
6. Ability to prepare report using MS Office software, for internal and stakeholders' communication;
6. Excellent organizational skills with the ability to organize time appropriately and effectively;
7. Self-motivated; able to work independently under minimal supervision to complete tasks and respond to appropriate project authority requests and to collaborate with others;
8. A team player with a strong organization, planning with ability to prioritize tasks for both self and team to meet requirements and deadlines;
9. The applicant should be a Tanzanian below 45 years old.

2. JOB POSITION: MEDICAL DOCTOR (1 POST)

REPORTING: will report to and work under Head of Clinical Research Department.

JOB DESCRIPTION

Candidate shall be responsible for implementing research including executing informed consenting processes, enrolment and monitoring of study participants. Will assist study investigators in preparing study data, literature reviews, analysis for meeting presentations and publications. He/she shall be responsible in conducting and disseminating scientifically and ethically sound health research that addresses the national health priorities to alleviate health problems for scientific advancement and human wellbeing.

DUTIES AND RESPONSIBILITIES:

1. To do clinical examinations and administer data collection tools;
2. To provide health care to participants requiring medical attention;
3. To participate in developing sound and fundable research proposals to attract research funding;
4. To ensure timely submission of study proposals to the relevant ethical and regulatory authorities for review and approval;
5. To participate in conducting approved health researches (synthesis, data collection, analysis and report writing etc);
6. To disseminate research findings in different formats including but not limited to publishing in peer reviewed journals, scientific conferences etc;
7. To participate in engagement and collaboration with public and private sectors in the health researches for scientific advancement and improvement of human and social wellbeing;
8. To participate in local and international scientific forums for exchange and sharing health research information and networking; and
9. To perform other relevant duties as may be assigned by the supervisor.

QUALIFICATIONS AND COMPETENCES:

1. Qualified Medical Doctor from a recognized University;

2. At least three years working experience in clinical research setting;
3. Valid professional license from the Medical Council of Tanganyika (MCT);
4. Able to work under pressure and multi-tasking settings with high level of integrity;
5. Strong language skills fluency in written and spoken English and Swahili; including presentation skills;
6. Ability to prepare report using MS Office software, for internal and stakeholders' communication;
7. Self-motivated, able to work independently under minimal supervision to complete tasks and respond to appropriate project authority requests and to collaborate with others;
8. A team player with a strong organization, planning with ability to prioritize tasks for both self and team to meet requirements and deadlines;
9. The applicant should be a Tanzanian below 45 years old.

3. JOB POSITION: STUDY STATISTICIAN (1 POST)

JOB DESCRIPTION

The candidate shall be responsible for collects numerical data and analyze by using wizards use mathematical and statistical techniques and interpret the data for the Study.

REPORTING: will report and work under Head of Clinical Research Department.

DUTIES AND RESPONSIBILITIES:

1. To develop statistical analysis plans for the study;
2. To analyses and interpret data arising from the study;
3. To contribute in manuscript development and submission;
4. To contribute in developing abstracts and presentations for seminars and conferences;
5. Identifying trends and relationships in data; and
6. To perform other relevant duties as may be assigned by the supervisor

QUALIFICATIONS AND COMPETENCES:

1. Holding MSc Medical Statistics from a recognized University;
2. At least five years working experience in clinical research;
3. Able to work under pressure and multi-tasking settings with high level of integrity;
4. Strong language skills fluency in written and spoken English and Swahili including presentation skills;
5. Good analytical skills and ability to understand complex subjects extract and communicate relevant information from data and documents;
6. Excellent organizational skills with the ability to organize time appropriately and effectively;
7. Self-motivated, able to work independently under minimal supervision to complete tasks and respond to appropriate project authority requests and to collaborate with others;
8. A team player with a strong organization, planning with ability to prioritize tasks for both self and team to meet requirements and deadlines;
9. The applicant should be a Tanzanian below 45 years old.

4. JOB POSITION: NURSES (2 POSTS)

JOB DESCRIPTION

Candidate shall be responsible for testing, clinical examination and measurement of the patient in the research study.

REPORTING: will report and work under Head of Clinical Research Department.

DUTIES AND RESPONSIBILITIES:

1. To do phlebotomy for laboratory tests including glucose tests;
2. To do clinical examinations, blood pressure and body composition of the participants;
3. To do anthropometric measurements to the participants;
4. To administer data collection tools using electronic device;
5. To attend the clinic of the participants; and
6. To perform other relevant duties as may be assigned by the supervisor.

QUALIFICATIONS AND COMPETENCES:

1. Diploma in nursing from a recognized college/university;
2. At least five years working experience in clinical research setting;
3. Valid professional license from the nursing council;
4. Able to work under pressure and multi-tasking settings with high level of integrity;
5. Strong language skills fluency in written and spoken English and Swahili including presentation skills;
6. Computer literate;
7. The applicant should be a Tanzanian below 45 years old.

5. JOB POSITION: NURSES ASSISTANTS (2 POSTS)

JOB DESCRIPTION

Candidate shall be responsible for assisting research nurses in the research study performing measurement, taking blood pressure, doing phlebotomy and data collection.

REPORTING: will report and work under Head of Clinical Research Department.

DUTIES AND RESPONSIBILITIES:

1. To assist research nurses in doing phlebotomy for laboratory tests including glucose tests;
2. To assist research nurses in taking blood pressure and body composition measurements;
3. To do anthropometric measurements to the participants;
4. To administer data collection tools using electronic device;
5. To assist to attend clinic of the participants; and
6. To perform other relevant duties as may be assigned by the supervisor.

QUALIFICATIONS AND COMPETENCES:

1. Certificate in Nursing from a recognized college;
2. At least five years working experience in clinical research setting;
3. Valid professional license from the nursing council;
4. Able to work under pressure and multi-tasking settings with high level of integrity;
5. Strong language skills fluency in written and spoken English and Swahili including presentation skills;

6. Computer literate;
7. The applicant should be a Tanzanian below 45 years old.

9. JOB POSITION: LABORATORY TECHNOLOGIST (3 POSTS)

JOB DESCRIPTION

Candidate shall be responsible for carrying out laboratory procedures according to the laboratory Standard Operating Procedures (SOPs), study protocols, national and international standards.

REPORTING: The **Laboratory Technologist** will report and work under the Head of Laboratory Sciences Department.

DUTIES AND RESPONSIBILITIES:

1. To assist in routine Laboratory research studies;
2. To collect samples and perform laboratory tests;
3. To assist superiors in conducting diagnostic tests;
4. To preserve samples to be analyzed in the laboratory;
5. To perform a variety of technical laboratory procedures according to the study protocol as well as national and international standards;
6. To prepare reagents and upkeep of laboratory equipment;
7. To assist keeping records for Laboratory investigations;
8. To comply with laboratory safety procedures, possessing adequate knowledge of instrumentation, theory, and application of new and existing tests;
9. To perform preventative maintenance procedures in laboratory instrumentation; and to perform other relevant duties as may be assigned by the supervisor.

QUALIFICATIONS AND COMPETENCES:

1. A Holder of Diploma or higher qualifications in one of the following field: Medical Laboratory Sciences, Laboratory Science and Technology, Health Laboratory Technology or equivalent qualifications from a recognized institution;
2. The candidate must be registered by Health Laboratory Practitioners Council;
3. Working experience will be an added advantage but not a prerequisite
4. Strong language skills fluency in written and spoken English and Swahili;
5. Excellent organizational skills with the ability to organize time appropriately and effectively;
6. Self-motivated; able to work independently under minimal supervision to complete tasks and respond to appropriate project authority requests and to collaborate with others;
7. A team player with a strong organization, planning with ability to prioritize tasks for both self and team to meet requirements and deadlines;
8. The applicant should be a Tanzanian below 45 years old.

10. JOB POSITION: RESEARCH ASSISTANT (2 POSTS)

JOB DESCRIPTION

REPORTING: will report and work under the Head of Clinical Research Department.

DUTIES AND RESPONSIBILITIES:

1. Registration of study participants and recording keeping;
2. Arranging and confirming study participants appointments;

3. Update study follow-up and retention database and link with tracer to ensure efficiency tracing;
4. To participate in developing research questionnaire and review;
5. To administer data collection tools using electronic capturing system; and
To perform other relevant duties as may be assigned by the supervisor.

QUALIFICATIONS AND COMPETENCES:

1. Holder of Bachelor degree in health, Information technology and communication, Social Sciences or Management Sciences from a recognized college/university;
2. Working experience will be an added advantage but not a prerequisite
3. Able to work under pressure and multi-tasking settings with high level of integrity;
4. Strong language skills fluency in written and spoken English and Swahili including presentation skills;
5. Computer literate;
6. The applicant should be a Tanzanian below 45 years old.

11. JOB POSITION: TRACER (1 POST)

REPORTING: will report and work under the Head of Clinical Research Department.

DUTIES AND RESPONSIBILITIES:

1. To do community mobilization and tracing of study participants from the community and hospitals in Mwanza city;
2. To collect and update personal information and physical addresses of the participants for follow-up purposes;
3. To attend any other study-related duty as may be advised by supervisor ;

QUALIFICATIONS AND COMPETENCES:

1. Diploma in health, social or management sciences, from a recognized college/university;
2. At least five years working experience in clinical research setting as a study tracer;
3. Able to work under pressure and multi-tasking settings with high level of integrity;
4. Strong language skills fluency in written and spoken English and Swahili including presentation skills;
5. Computer literate;
6. The applicant should be a Tanzanian below 45 years old.

12. JOB POSITION: DRIVER (1 POST)

JOB DESCRIPTION

Candidate shall be responsible in driving institution' vehicles safely to the destinations, help with the loading and unloading of their loads, keep logs of their activities and routes and make sure their vehicles are maintained in good working order.

REPORTING:

The **Driver** will report and work under the Head of Human Resources and Administration Department.

DUTIES AND RESPONSIBILITIES:

1. To drive SAMPA project vehicle;
2. To ensure that all vehicles and accessories are in good conditions;
3. To undertake minor repairs;
4. To ensure that vehicles are serviced regularly;
5. To record in the Log Book all trips/journeys made;
6. To check the vehicle for proper operations;
7. To report all problems to their supervisors;
8. To ensure that the motor vehicles are always clean and in good condition;
9. To drive the institute vehicles safely and comfortably and must exercise defensive driving vehicles on the road to prevent accident;
10. To monitor and report expiration and renewal of the vehicles insurance and his/ her license;
11. To inspect the vehicles for defects and safe operating condition before, during and after trips and submit a written report on the condition;
12. To report all accident and the related incidences encountered;
13. To drive the vehicle in safe and proper manner and obeys local traffic laws and regulations;
14. To check the vehicles every day before driving to ensure that all system are functioning properly;
15. To maintain a register for regular maintenance and;
16. To perform other relevant duties as may be assigned by the supervisor.

QUALIFICATIONS AND COMPETENCES:

1. Holder of a form IV National Examination Certificate;
2. A valid Class C driving license;
3. Advanced Driving (VIP Drivers course) is an added advantage;
4. Must have a clean record in driving for at least three years;
5. Strong language skills fluency in written and spoken English and Swahili;
6. Self-motivated; able to work independently under minimal supervision to complete tasks and respond to appropriate project authority requests and to collaborate with others;
7. A team player with a strong organization, planning with ability to prioritize tasks for both self and team to meet requirements and deadlines;
8. The applicant should be a Tanzanian below 45 years old.

TERMS:

Up to one-year employment contract which may be renewed on the basis of performance and mutual agreement.

DUTY STATION:

The successful candidate will be based at NIMR-Mwanza, Mwanza City.

COMPENSATION:

A competitive salary will be offered as per Government of Tanzania's Salary Scale.

MODE OF APPLICATION

All applications should be enclosed with certified photocopies of relevant certificates and detailed curriculum vitae. Applicants are required to submit their applications not

later than two weeks after the first appearance (see the date above) of this advertisement to the **address below**. Applicants are also reminded to indicate all contact information necessary with which information can reach them easily. **Only shortlisted applicants will be notified. In case you do not hear from us in two weeks' time after the closing date consider yourself unsuccessful.**

**The Centre Director,
NIMR, Mwanza Research Centre,
P.O. Box 1462,
Mwanza, Tanzania.**