

NEW

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JOB ANNOUNCEMENT

Job title: Clinical Research Coordinator (CRC)

Location: Based in Dar es Salaam, Tanzania.

Contract: A 12-month, renewable pending availability of funds.

Reporting to: MUHAS-ORCI-UCSF Cancer Collaboration Principal Investigator

Overview:

Muhimbili University of Health and Allied Sciences (MUHAS), Department of Epidemiology and Biostatistics is seeking for a full time Clinical Research Coordinator with strong administrative skills who will manage projects that include formulating strategies and administering policies, processes, and resources; and able to function with a high degree of autonomy. The applicant will be part of a highly dynamic team conducting research on Cancer epidemiology, genetics, clinical management, treatment outcomes and prevention. The team also aim at building research skills in the area of non-communicable diseases focusing on cancer in Tanzania to address the current epidemiological transition. The incumbent shall participate in the administrative role of ongoing research activities both clinical and population based as well as overseeing trainings, seminars and workshops under the MUHAS-ORCI-UCSF Cancer Collaboration Program in Tanzania. This is an opportunity to become part of a cancer research collaboration team involving local and international individuals from MUHAS, Ocean Road Cancer Institute (ORCI) and the University of California, San Francisco (UCSF). Competent applicants are welcomed to apply. The applicant should be available to start working by 2nd January, 2023

Responsibilities:

- Assisting in the planning, coordination, implementation, reporting, monitoring and evaluation of ongoing and future research involving cancer patients receiving care at Muhimbili National Hospital (MNH) and Ocean Road Cancer Institute (ORCI)
- Acting as an administrative liaison with local and international collaborators to ensure timely and quality achievements of the project's objectives and outputs.
- Generate procurement requisitions, prepare travel reimbursements requests, cost transfers and monitor project financial expenditures.
- Ensure all study related samples are collected, properly prepared and handled according to the protocol and adhere to Material Transfer Agreement (MTA) requirements and regulations
- Collect high-quality qualitative and quantitative research data, including through surveys, focus groups/interviews, questionnaires and other qualitative/quantitative methods
- Store, manage, and contribute to the analysis of qualitative and quantitative research data, including transcription and arrangement of transcription

- Conduct data entry, data quality assurance checks, storage and safeguard as per research ethical standard
- Assist in preparing for and overseeing of project meetings, trainings and workshops
- Prepare project meetings and fieldwork reports
- Keep record of all project documents including approvals, consent forms and reports
- Take part on the presentation of results to stakeholders when the need arises (locally and internationally)
- Able to travel locally and internationally when needed

Qualifications:

- Medical degree (MD) or Master's degree in a health related discipline from a reputable institution
- Training in Project Management, Program Administration, Public Health is an added advantage

Competences:

- Excellent organization and communication skills required, with the ability to problem-solve and multi-task in a high-volume environment with multiple projects with competing deadlines.
- Able to work independently with excellent time management skills.
- Strong attention to detail and ability to see through and exercise judgement.
- Strong interpersonal skills; ability to effectively interact across all levels of staff and international team
- Work collaboratively with research team (PIs, Program manager, research assistant) to ensure projects are executed successfully and completed within required time frames to meet research objectives.
- Team oriented and flexible, ability to respond quickly to shifting demands and opportunities.
- Good command of the English and Swahili languages, both written and verbal.
- Must be computer literate with an aptitude for management of a large database.

Remuneration

Attractive remuneration with excellent working environment will be provided to a qualified applicant.

To Apply:

Applications are accepted only via email: tz.ucsfcancercollab@gmail.com
Copy to: elijaelia@yahoo.co.uk

Required Application Documents:

- A cover letter, current resume (CV), copies of degree certificates and List of two professional references.

Only qualified applicants will be contacted for an oral interview.

Application Deadline: 31th December, 2022.

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES

SCHOOL OF MEDICINE DEPARTMENT OF HAEMATOLOGY AND BLOOD TRANSFUSION SICKLE CELL PROGRAMME

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EMPLOYMENT OPPORTUNITY

Sickle Cell Programme (SCP) is a research programme in the Department of Haematology and Blood Transfusion at Muhimbili University of Health & Allied Sciences (MUHAS) in Dar-es-Salaam, Tanzania. The programme conducts biomedical research, support health care, advocacy and training. The Sickle Cell Programme has an employment opportunity for highly motivated and results-driven individual. One of the projects under Sickle Cell Programme is the Sickle Pan African Consortium (SPARCo CCC), with sites in Tanzania, Ghana, Nigeria, Mali, Zimbabwe and Uganda. SPARCo CCC works with Sickle Africa Data Coordinating Center (SADaCC) a sister project funded by the National Health Institute (NIH) based at the University of Cape Town in South Africa.

EPIDEMIOLOGIST (1 POST) - DAR ES SALAAM

Sickle Cell Programme is looking for a qualified Individual to fill the post of **Epidemiologist** of the SPARCo Clinical Coordinating Center (SPARCo CCC) project for a period of **ONE year**. The requested Epidemiologist will have an overall responsibility to conduct Sickle Cell Disease (SCD) surveys in order to yield data that will guide the development of policies and programmes for the Sickle Cell Disease in Sub-Saharan Africa (SSA).

MAIN DUTIES AND RESPONSIBILITIES

1. Provide expertise in the design, management and evaluation of study protocols and health status questionnaires, sample selection and analysis for the SPARCO CCC research projects.
2. To communicate the research study findings to health practitioners, policy makers, and the public.
3. To plan and direct studies to investigate research, preventive methods, and treatments for the SPARCo CCC.
4. To conduct research to develop methodologies, instrumentation and procedures for medical application, analysing data and presenting research findings for the SPARCo CCC's research projects.
5. To advice skills and standards of care teams, to prepare and evaluate the management of health programs related to sickle cell disease by doing planning, monitoring progress and conduct data analysis for the SPARCo CCC research projects.
6. Prepares research activities to assist with SPARCo CCC programmatic and periodic reports as planned and/ or requested by investigators, administrators, consortium, funding agencies, and/or regulatory bodies.
7. Collaborate in monitoring, analysing and disseminating information generated from the Redcap;
8. ensure the quality and accuracy of the information registered in the system in collaboration with other technical staff; prepare statistical analyses, analyse disease risk profiles and assist in coordinating routine epidemiological reporting;
9. Work closely with the SPARCo CCC Research Team, Consortium Teams and Research Technical Lead
10. Collaborate in preparing the consortium risks assessment on prioritizing Sickle Cell Disease event of international concern by using the available information.
11. Perform all other duties as assigned by the Research Technical Lead, Programme Manager and Principal Investigator. Perform other duties as assigned by the supervisor.

QUALIFICATIONS, SKILLS & EXPERIENCE

- At least Seven (7) years of relevant experience in epidemiology.
- Proven knowledge of social research methods, especially survey methodology.
- Experience working with regional and international partners, organizations and institutions.
- Expertise in all aspects of data analysis with special regard to an age and gender perspective.
- Proven ability to manipulate and present data by using standard tabulation and statistical software packages.
- Excellent written and oral presentation skills, including drafting skills.
- Excellent knowledge of English.
- Minimal qualification: Master's degree in epidemiology with a strong quantitative or analytical component.

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APPLICATION PROCEDURES:

This position will be **on Part time** basis for **ONE Year**. Applicants should send their CV's, scanned copies of transcripts/certificates and a cover letter outlining their suitability as per the job description to: jobs@blood.ac.tz by **16:30 PM on Friday, 20th January 2022**. Only shortlisted candidates will be contacted for interview.

“Sickle Cell Programme is an equal opportunity employer”.