THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH
..ATIONAL INSTITUTE FOR MEDICAL RESEARCH

JOB ADVERTISEMENT

Date: 02.07.2024

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-Muhimbili Research Centre is one of the NIMR Centres located in Dar es Salaam. The Centre is currently conducting research on HIV/AIDS, Tuberculosis, non-communicable diseases (NCDs) as well as other diseases of public health importance. The Centre is looking for qualified, experienced and well-motivated personnel to fill the following vacant positions whose duty station will be in Dar es Salaam Region.

NIMR is collaborating with the Drugs for Neglected Diseases initiative, a Swiss foundation having its registered office at 15, chemin Camille-Vidart, 1202 Geneva, Switzerland ("DNDi"); St George's Hospital Medical School,UK; FARMOVS (Pt) Ltd, South African; Luxembourg Institute of Health, Luxembourg and Lilongwe Medical Relief Fund Trust – Malawi to conduct an open-label, randomized, controlled parallel-group trial to evaluate the comparative bioavailability, efficacy and safety of sustained-release flucytosine versus immediate-release flucytosine in adults with cryptococcal meningitis. The study will be conducted in two regional referral Hospital in Dar es salaam, Tanzania.

We have exciting and challenging opportunities for **one Assistant study coordinator, one study doctors, two research nurses, one laboratory technician** and **one internal quality officer** to join the NIMR research team, evaluating the impact of slow release Flucytosine. The post holders will be based in Dar es Salaam.

1. **JOB POSITIONS: Assistant study coordinator (1 post)**
   PROJECT TITLE: 5FC-HIV project
   REPORTING: Project Investigator.
   DUTIES &RESPONSIBILITIES:
   1. As assistant study Coordinator, ensures assigned study is conducted in accordance with the National IRB regulation and Good Clinical Practices (GCP) guidelines:
   2. Ensures site compliance with research protocols by reviewing all regulatory requirements to confirm implementation of appropriate methods, practices, and procedures for all research activities
   3. Provides accurate and timely data collection, documentation, entry, and reporting in both sponsor and study databases
   4. Ensures appropriate credentialing and training of the entire study team
   5. Supports the regulatory staff(quality officer) in the maintenance of regulatory documents in accordance with Study SOP and applicable regulations

6. Interfaces with research participants, to support efforts to determine eligibility and consenting of study participants according to protocol
7. Communicates and collaborates specific study requirements to the research team, including internal and external parties, sponsor, monitors, PI, and study participants
8. Ensures compliance with research protocols, by providing ongoing quality control audits, including maintaining ongoing investigational drug accountability
9. Communicates and collaborates w/ study team including internal and external parties, sponsors, PI, and study participants
10. Facilitating communication of patients' progress to NIMR and MoH on implementation strategies; this include, provide regular status updates and progress reports to project management.
11. Facilitate timely and effective stakeholders' communication through regular meetings, reporting, site visits and conference calls.
12. Manage effective relationships and open communication with project site facilities and key stakeholders.
13. Prepare quarterly, annual and terminal progress reports of the work done as well as scientific report.
14. Day to day running of clinical trial (site coordination)
15. Screening, enrolment and randomisation of study patients
16. Day to day clinical management of patients & OPD management of patients after discharge
17. Reporting any SAEs and SUSAR immediately to the local PI

EDUCATION QUALIFICATION AND ESSENTIAL SKILLS

1. Bachelor of Medicine (MD) or equivalent knowledge
2. A master Degree in public health/clinical trials will be an advantage
3. Experience to work with research organization.
4. Ability to prepare comprehensive project documentation and reporting, using MS Office software, for internal and stake holders' communication.
5. Project management skills, including a demonstrated ability to define scope, manage stakeholders, manage schedule/task activity, manage change and communicate risks.
6. Communication skills fluent written and spoken English and Swahili including presentation skills
7. Previous experience in the field of clinical trials, and knowledge of good clinical practice would be highly desirable;
8. Self-motivated; able to work independently to complete tasks and respond to department requests and to collaborate with others to utilize their resources and knowledge to identify quality solutions.
9. Strong ability to prioritize tasks for both self and team to meet requirements and deadlines

DURATION OF CONTRACT:

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

2.JOB POSITIONS: Study Doctors (1post)
PROJECT TITLE: 5FC-HIV project
REPORTING: Project Investigator.
DUTIES AND RESPONSIBILITIES:

1. Day to day running of clinical trial (site coordination)
2. Communication between ward staff and study staff
3. Screening, enrolment and randomisation of study patients
4. Day to day clinical management of patients & OPD management of patients after discharge
5. Reporting any SAEs and SUSAR immediately to the local PI
6. Completing AE forms within of their occurrence and communicating the AE/SAE/SUSAR to the local and international PI
7. Completing progress reports for the DSMB/TSC and ethics committees
8. Liaising with the study investigator in ordering trial equipment
9. Ensuring case report forms (CRFs) are kept accurate and up to date
10. Ensuring CRFs and AE forms are filled & faxed using the EDC or ODK
11. Checking and recording all laboratory and radiology results for trial patients.
12. Laboratory transport and storage of samples: serum, urine and plasma (in conjunction with laboratory technician)
13. Follow-up of study patients for ten weeks from date of admission (enrolment)
14. Responsible for ensuring secure storage and sufficient supplies of IMP and consumables in conjunction with pharmacist
15. Ensure appropriate laboratory specimen collection, storage and sample shipping as required
16. Preparation for external monitoring visits
17. On-site monitoring of trial (laboratory, pharmacy, clinical areas, data entry)
18. Provides accurate and timely data collection, documentation, entry, and reporting in both sponsor and study database
19. And carry out any other related duties as may be assigned by the supervisor

QUALIFICATION AND COMPETENCE:

1. Valid registration practice licence
2. Bachelor of Medicine (MD) or equivalent knowledge
3. Demonstrable commitment to improving the lives of Cryptococcal meningitis patients;
4. Excellent written and oral communication skills in both English and Kiswahili;
5. To work as part of a multidisciplinary research team; and Computer literacy.
6. Experience to work with research organization or research institution.
7. Ability to prepare comprehensive project documentation and reporting, using MS Office software, for internal and stake holders' communication.
8. Previous two years' experience in the field of clinical trials, and knowledge of good clinical practice would be highly desirable; and/or previous experience in Project Management will be an added advantage

TERMS OF SERVICE:

One-year contract which may be renewed on the basis of performance and mutual agreement

DUTY STATION:

The successful candidate will be based at NIMR - Muhimbili Centre.

3. JOB POSITION: Clinical Research Nurses (2 posts)

PROJECT TITLE: 5FC-HIV project

REPORTING: Project Principal Investigator

DUTIES AND RESPONSIBILITIES:

1. Ensures compliance with the study's protocol by providing thorough review and documentation at each subject study visit
2. Participates in recruitment and selection of study participants by interviewing and documenting medical history to determine compliance with eligibility requirements
3. Performs medical tests, including, but not limited to, vital signs
4. Provides patient education and medical information to study patients to ensure understanding of proper medication dosage, administration, and disease treatment
5. Documents medical data in patient chart to capture protocol requirements
6. Interfaces with research participants, to support efforts to determine eligibility and consenting of study participants according to protocol
7. Obtaining informed patient consent from patient or family member
8. Filing of consent forms
9. Establishing and maintaining a positive relationship with study patients
10. Chasing outstanding blood results (in conjunction with study doctors) and informing study doctor of results
11. Documentation of relevant clinical information in patient records
12. Organizing follow-up care on patient discharge
13. Book and chase results of investigations (Chemistries, viral load etc…)
14. Tracing non-attenders through note entries, phone calls, text messages or visiting them in the community
15. Drugs adherence counselling of study patients and their treatment supporters
16. Filling & Faxing CRFs using EDC
17. Responding to error reports from EDC in collaboration with the study doctor
18. Updating of patient follow-up spreadsheet
19. Liaising with laboratory staff on a daily basis regarding new positive results
20. Assist with study and sub-study specimen collection, storage and shipping as required
21. Positive relationship building with all hospital staff.
22. And carry out any other related duties as may be assigned by the supervisor.

QUALIFICATION AND COMPETENCE:

1. Valid RN license
2. Minimum of a diploma from an accredited nursing school required; Bachelor of Nursing or other Science degree preferred
3. Two (2) years of recent clinical nursing experience in a hospital, clinic or similar health care setting (Bachelor's degree may be substituted for one (1) year work experience)
4. Nursing competency skills per scope of practice (i.e., performing vital signs, nursing assessments, etc.)
5. At least two (2) years clinical trials research experience preferred
6. Strong follow through skills and ability to proactively identify and solve problems; demonstrated initiative is imperative
7. Must be proficient in Microsoft Office Word and Excel, electronic health systems and databases used in research environment.
8. Possess the ability to work well under pressure, multi-task, and manage deadlines
9. Knowledge of GCP and local regulations

TERMS OF SERVICE:

One-year contract which may be renewed on the basis of performance and mutual agreement

DUTY STATION: NIMR Muhimbili Centre in Dar es Salaam Region.

4. JOB POSITION: Inernal quality officer (1 Post)

PROJECT TITLE: 5FC-HIV project

REPORTING: The Project Investigator

DUTIES AND RESPONSIBILITIES:

1. Assures adherence to all regulatory requirements by the local Ethics Committee, Tanzania Medicines and Medical Devices Authority and any other Regulatory committees on record
2. Compile and prepare materials for submission to regulatory agencies.
3. Assume a lead role for the preparation, conduct, and responses to regulatory authority.
4. Ensures that written procedures are followed and evaluates quality systems, processes, procedures, and protocols for compliance.
5. Participates in developing SOP's, guidance documents or other tools/templates pertinent to monitoring activities.
6. Collaborates with Study Investigator and staff to identify and implement ways to improve monitoring practices, procedures, and workflows.
7. Schedules and coordinates the activities for monitoring; conduct the monitoring reviews of the trials including issuing data clarification queries as necessary.
8. Writes monitoring reports and communicates monitoring results to Principal Investigators and study team
9. Manages post-monitoring activities and follow-up on any necessary corrective and preventive actions.
10. Work with PIs on training in Clinical Research Compliance and data management during site initiation visits and based on topics/gaps noted from monitor visits.
11. Participates in ongoing process improvement practices including problem-solving, planning and implementation of identified solutions; assists with establishing program polices or procedures to ensure efficiencies and effectiveness within the project.
12. Ensure that all processes contributing to the performance of a clinical trial are conducted properly.
13. Prepare and assist in preparing quorterly, annual reports and quality trending reports.
14. Evaluate quality events, incidents, queries, and complaints.
15. Document internal regulatory processes.
16. Communicate any critical compliance risks noted from these activities to senior management.
17. To perform any other related duties as may be assigned by the Supervisor.

QUALIFICATION AND COMPETENCE:

1. Medical Degree in Medicine (MD), Nursing, Pharmacy or other related field,
2. Three years medical/clinical trials experience.
3. One to two years of clinical trials monitoring
4. Registration with the professional (e.g. medical council)
5. Training in Good Clinical Practice with a valid certificate
6. Knowledge and experience in conducting randomized controlled trials is preferable.
7. Proven managerial, organizational and report-writing skills;
8. Excellent written and oral communication skills in both English and Kiswahili;
9. Experience with Microsoft Word, Excel and PowerPoint.

TERMS OF SERVICE: 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 Muhimbili Centre in Dar es Salaam Region.

5. JOB POSITION: Laboratory Technician (1 Post)

PROJECT TITLE: 5FC-HIV project

REPORTING: The Project Investigator

DUTIES AND RESPONSIBILITIES:

1. Coordinate/Organise collection of PK & other samples from study sites
2. Receiving, labeling and safely storing samples to be tested
3. Determining and performing tests needed for the analysis and report
4. Recording tests and analyses and then reporting the results
5. Discussing and answering any questions regarding the results
6. Organizing and storing samples in accordance with all safety and other requirements to ensure the safety of personnel and integrity of the sample
7. Cleaning and maintaining lab equipment, including recalibration of equipment
8. Maintaining equipment records and daily work logs
9. To perform any other related duties as may be assigned by the Supervisor.

QUALIFICATION AND COMPETENCE:

1. Applicants must hold a Diploma in Medical Laboratory Technology and possess a valid license.
2. At least two years of working experience in microbiology, parasitology and Chemistry department.
3. Knowledge in safety issues and capability to use Abbott m2000 system will be added advantages.
4. Good eye-hand coordination, especially during collection of PK samples at sites, that require systematic timing.
5. Good communication and teamwork skills
6. Understanding of electronic and computerized equipment in laboratories
7. Able to follow instructions and strictly follow procedures

TERMS OF SERVICE: 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 Muhimbili Centre in Dar es Salaam Region.

COMPENSATION:

A competitive salary will be offered as per project budget.

MODE OF APPLICATION:

1. Application letters should be written in English.
2. Applicants should indicate three reputable referees with their reliable contacts.
3. Applicants must attach their detailed relevant certified copies of academic certificates including form four certificates.
4. Application letters should be attached with detailed curriculum vitae.
5. Closing date for applications is 15th July, 2024.
6. All applications should be addressed to:

Centre Manager,
National Institute for Medical Research (NIMR), Muhimbili Centre,
Muhimbili University for Health and Allied Sciences
Off United Nation Road, Maliki Road-Upanga, Plot 1048/5

4th Floor Haile Debas Centre for Health Professional Building (CHIPE)
P.O. Box 3436,
Dar es Salaam.