



NATIONAL INSTITUTE FOR MEDICAL RESEARCH

JOB ADVERTISEMENT

1st August, 2023

The National Institute for Medical Research (NIMR), Tanzania, is a government public health research institute under the Ministry of Health mandated to coordinate, promote and monitor health research in the Country. NIMR is part of a consortium known as Tackling Obstacles for Fighting Filarial infections and Podoconiosis (TAKeOFF). The consortium focuses on addressing barriers to Filarial (Lymphatic Filariasis and Onchocerciasis) infections and Podoconiosis elimination. NIMR through funding from German Federal Ministry of Education and Research (BMBF) is implementing five research Tasks that address challenges that delays the elimination efforts of Lymphatic Filariasis and Onchocerciasis in Tanzania. In order to implement the proposed implementation research, the Institute is looking for well-trained, competent and self-motivated candidates to fill the following vacant positions within the Project:

1. CLINICIAN - One (1) position

Job Location: NIMR headquarters, Dar es Salaam

Reports to: Project Principal Investigator

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:

- i. To participate in developing sound and fundable research proposals to attract donor funding;
- ii. To assist timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health researches by collecting data;
- iv. To assist data analysis and report writing activities;
- v. To assist in identification of opportunity for consultancies, respond to and implement the awarded contract to contribute in institutional sustainability;
- vi. To assist registration and monitoring of implementation of approved health research in Tanzania; and
- vii. To perform other relevant duties as may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE:

- i. Holder of Degree in Medicine or equivalent from recognized institutions.
- ii. At least one year working experiences in clinical setting;
- iii. Valid professional license from the Medical Council of Tanganyika (MCT);

- iv. Must have a thorough knowledge of clinical research concepts, practices, and regulatory and ICH GCP Guidelines regarding drug/vaccine development phases, clinical research and data management methods;
- v. Able to work under pressure and multi-tasking settings with high level of integrity
- vi. Strong language skills fluency in written and spoken English and Swahili including presentation skills;
- vii. Good analytical skills and ability to understand complex subjects extract and communicate relevant information from data and documents;
- viii. Ability to prepare report using MS Office software, for internal and stakeholders' communication;
- ix. Excellent organizational skills with the ability to organize time appropriately and effectively;
- x. Self-motivated, able to work independently under minimal supervision to complete tasks and respond to appropriate project authority requests and to collaborate with others;
- xi. A team player with a strong organization, planning with ability to prioritize tasks for both self and team to meet requirements and deadlines; and
- xii. Having ever worked with any research project under NIMR centres or Neglected Tropical Diseases Control programme, will be an added advantage.

Duration of Contract: One year, renewable subject to availability of funds.

Remuneration: Salary will be offered as per Project budget.

2. DATA MANAGER – One (1) position

Job Location: NIMR headquarters, Dar es Salaam

Reports to: Project Principal Investigator

JOB DESCRIPTION:

The Data Manager is responsible for ensuring compliance and conformity of standards and procedures in data management processes, provide technical oversight, support and maintain the data systems of the project.

DUTIES AND RESPONSIBILITIES:

- i. The Manager will support and maintain the data systems of the project.
- ii. He/she will support the project team through developing data management and data cleaning plans, reviewing and analyzing data discrepancies, managing and resolving data quality issues together with the field-based staff, and writing routine reports to the Project team.
- iii. Ensure data collected are of quality and properly stored.
- iv. To coordinate the development of study reporting protocols, data collection plans and platforms, and development and implementation of the M&E framework.
- v. To coordinate the overall production of reports.
- vi. Ensure the integrity, confidentiality and security of all dataset.
- vii. Implement policies and guidelines for data management.
- viii. Generate data reports for the study team and management.
- ix. To perform any other related duties assigned by the supervisor.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- i. Holder of a Degree in Computer Science/ /Health Informatics /Statistics is required. Having Masters Degree in health-related fields will be added advantage with a minimum of one (1) year working experience.
- ii. Being familiar with RedCap system.
- iii. Ability to multi-task and effectively set own priorities.
- iv. Must have excellent communication skills.
- v. Must have solid basic MS Tool experience – Word, Excel, with MS Project, PowerPoint preferred.
- vi. Must be able to communicate effectively with Delivery Teams, internal and external Data Management and Clients.
- vii. Having ever worked with any research project under any NIMR centres or Neglected Tropical Diseases Control programme, will be an added advantage.

Duration of Contract: One year, renewable subject to availability of funds.

Remuneration: Salary will be offered as per Project budget.

3. CLINICAL OFFICER - One (1) position

Job Location: Lindi

Reports to: Project Principal Investigator

JOB DESCRIPTION

Clinical officer is responsible for taking clinical activities in the health facility. S/he is responsible for taking clinical history, physical examination, investigation/diagnosis of patients' ailments and management. In executing her/his duties, the officer shall abide by Clinical ethics as well as NIMR and Government Regulations.

DUTIES AND RESPONSIBILITIES:

- i. To give First Aid to medical problems;
- ii. To keep and maintain patients' statistics;
- iii. To provide all aspects of clinical care to patients;
- iv. To participate in undertaking research; and
- v. To perform any other relevant duties that may be assigned by the supervisor.

MINIMUM QUALIFICATIONS AND EXPERIENCES:

- i. Holder of Diploma in Clinical Medicine or equivalent qualifications from recognized institutions, with a minimum of one (1) year working experience with research institutions.
- ii. Valid professional license from the Medical Council of Tanganyika (MCT);
- iii. Residing in Lindi region and having experiences in managing Filariasis Lymphedema or participation in research on neglected tropical diseases (NTDs) will be added advantage.

Duration of Contract: One year, renewable subject to availability of funds.

Remuneration: Salary will be offered as per Project budget.

4. NURSE - One (1) position

Job Location: Lindi

Reports to: Project Principal Investigator

JOB DESCRIPTION

Nurse will be responsible for patients' care, caring of mother and baby and drug dispensing. In executing her/his duties, the officer shall abide by Clinical ethics, hospital policy as well as NIMR and Government Regulations.

DUTIES AND RESPONSIBILITIES:

- i. To carryout general Nursing care of patients including Administration of medicines, injection and treatment of patients prescribed by doctors;
- ii. To conduct health education activities and counselling services;
- iii. To provide nursing services;
- iv. To provide care to home based patients;
- v. To provide counselling services;
- vi. To provide family planning education;
- vii. To provide maternal and child health services;
- viii. To provide health education;
- ix. To make follow-up on hospital equipment and other hospital facilities storage;
- x. To follow-up on Institute's equipment and other Institute facilities storage; and
- xi. To perform any other relevant duties that may be assigned by supervisor(s).

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- i. Holder of Form IV Certificate plus Certificate in one of the following fields:- Nursing, Midwifery or equivalent qualifications from recognized institutions and enrolled with Tanzania Nurses and Midwives Council with a minimum of one (1) year working experience with research institutions.
- ii. Residing in Lindi region and having experiences in managing Filarial Lymphedema or participation in research on neglected tropical diseases (NTDs) will be added advantages.

Duration of Contract: One year, renewable subject to availability of funds.

Remuneration: Salary will be offered as per Project budget.

5. HEALTH SECRETARY – One (1) position

Job Location: Dar es Salaam

Reports to: Project Principal Investigator

DUTIES AND RESPONSIBILITIES:

- i. To assisting in preparing and compiling clinical and administrative reports;
- ii. Administering clients' welfare;
- iii. Coordinating clients' referrals
- iv. To assist in filing documents and maintaining records of file movements;
- v. To assist shifting materials from one destination to another within the Institute;
- vi. To move files and other documents to destinations;
- vii. To assist taking files, documents, parcels to relevant offices and/or collect them as instructed;
- viii. To clean and dust offices;
- ix. Ensure adequate office supplies, equipment and maintain office equipment's inventory;
- x. Provide logistical support to the project;
- xi. Keeping patients records in an orderly manner;
- xii. Assisting the Lab personnel chatting refrigerators; and
- xiii. Performing any other related duties assigned by supervisor(s).

MINIMUM QUALIFICATIONS: Holder of Bachelor Degree in Health Services Management or Advanced Diploma in Health Administration from a recognized University/Institution.

EXPERIENCE:

- i. At least one-year experience working in relating field.
- ii. Fluent in Kiswahili and English
- iii. Knowledge of computer applications and management (internet, navigation, data analytics, packages, Microsoft Word, Excel, and Publisher).
- iv. Good teamwork capabilities.
- v. Having ever worked with research projects under any NIMR centres or Neglected Tropical Diseases Control programme will be an added advantage.

Duration of Contract: One year, renewable subject to availability of funds.

Remuneration: Salary will be offered as per Project budget.

MODE OF APPLICATION:

1. All applications should be enclosed with certified copies of relevant certificates, detailed curriculum vitae and names of at least two reliable referees.
2. Applicants are required to submit their applications not later than two weeks after the first appearance of this advert.
3. Applicants are also reminded to indicate reliable day time contact information.
4. Only shortlisted applicants will be contacted.
5. In case you do not hear from us in two weeks' time after the closing date consider yourself unsuccessful.

Applications should be addressed to:

**Director General
National Institute for Medical Research
3 Barack Obama Drive
P.O. Box 9653
11101 Dar es Salaam, Tanzania**