

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/430

9th November, 2023

VACANCY ANNOUNCEMENT

On behalf of National Institute for Medical Research (NIMR), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill three (3) vacant posts as mentioned below;

1.0 THE NATIONAL INSTITUTE FOR MEDICAL RESEARCH (NIMR)

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; holding the following mandates:

- i. To carry out and promote the carrying out of health research designed to alleviate disease among the people of Tanzania;
- ii. To carry out, and promote the carrying out of, medical research into various aspects of local traditional medical practices for the purpose of facilitating the development and application of herbal medicine;
- iii. In co-operation with the Government or any other person or body of persons, to promote, or provide facilities for, the training of local personnel for carrying out scientific research into medical problems;
- iv. To monitor, control and co-ordinate medical research carried out within Tanzania, or elsewhere, on behalf of or for the benefit of the Government of Tanzania, and to evaluate the findings of that research;
- v. To establish a system of the registration of, and to register, the findings of medical research carried out within Tanzania, and promote the practical application of those

findings for the purposes of improving or advancing the health and general welfare of the people of Tanzania;

- vi. To establish and operate systems of documentation and dissemination of information on any aspect of the medical research carried out by or on behalf of the institute;
- vii. Carry out, and promote the carrying out of, research and investigation into the causes and the ways of controlling and preventing the occurrence in Tanzania of particular diseases or a category of them.
- viii. In co-operation with the Government or any person or body of persons, carry out and promote the carrying out of, basic, applied and operational research designated to provide effective measures for the control of diseases endemic in Tanzania; and
- ix. To perform any other duties as may be assigned by his/her Supervisor.

NIMR has 7 centres and 7 stations in 7 regions of Tanzania. Coordination is done by the Headquarters

1.1 RESEARCH OFFICER II – 3 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in developing sound and fundable research proposals to attract donor funding;
- ii. To ensure timely submission of study proposal to the relevant Institutional review boards for approval (IRB)
- iii. To conduct approved health research by collecting data;
- iv. To assist analyzing data and writing reports;
- v. To disseminate research findings in different forms including publishing in peer-reviewed journals and scientific conferences;
- vi. To participate in Local and International Scientific forums for the exchange and sharing of health research information and networking;
- vii. To Identify opportunities for consultancies, respond to and implement the awarded contract to contribute to Institutional sustainability;
- viii. To engage in the commercialization of Institutional research products for the improvement of human and social wellbeing

- ix. To assist registration and monitoring of implementation of approved Health Research in Tanzania where applicable;
- x. To perform other relevant duties as may be assigned by the supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's and Bachelor's Degree in Medicine and must have scored at least an Upper Second class at Bachelor's degree or an overall minimum pass of grade B+ for unclassified degrees.

1.1.3 REMUNERATION salary scale PRSS 2.

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Permanent and Pensionable employees should not apply;
- iv. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- v. Applicants should apply on the strength of the information given in this advertisement;
- vi. Applicants must attach their certified copies of the following certificates: -
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;

- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat,
P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.
- xiv. Deadline for application is **15th November, 2023**;
- xv. Only shortlisted candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> <http://portal.ajira.go.tz/> and not otherwise <http://portal.ajira.go.tz/> (This address also can be found at PSRS Website, Click '**Recruitment Portal**')

Released by:

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT