THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH

NATIONAL INSTITUTE FOR MEDICAL RESEARCH

Date: 31st July, 2026

Job opportunities in PHOTON Trial

Background:

The National Institute for Medical Research (NIMR) is a corporate body established by an Act of Parliament No.23 of 1979 with a mandate to: carry out and coordinate medical research, promote the use of research findings and support training of local personnel for carrying out scientific research into health problems, among other things. The Institute is collaborating with Rigshospitalet in Denmark and the London School of Hygiene and Tropical Medicine in the UK to implement a cluster-randomised trial to test a novel nutritional intervention to prevent tuberculosis among household contacts in Tanzania (the PHOTON Trial). To facilitate preparation and implementation of the trial, the Institute is inviting interested and suitably qualified persons to apply for the following posts:

1. Lead Study Coordinator

Key responsibilities

1. Taking a lead in coordinating the trial during preparation, implementation and dissemination
2. Align local and external stakeholders and collaborators to support successful study implementation and dissemination

Essential qualifications

- Holding a medical degree and a good master's degree in Epidemiology, Clinical Trials, Public Health or related field from a recognised university(s).
- Experience in coordinating cluster randomised trials with records in achieving recruiting targets and very high retention rates.
- Demonstrated experience in writing and publishing scientific work. It is expected that the suitable candidate will have published at least four quantitative research articles emanating from their master's degree or other scientific work.
- Demonstrated experience in presenting research findings to stakeholders and on scientific platforms.

Desirable qualification/attributes

- Working experience in health or health research of at least 4 years
- Licensed by the Tanganyika Medical Council to practice as a medical practitioner
- Demonstrated commitment to scientific excellence, work efficiency, innovativeness, and teamwork in implementing research projects
- Strong written and verbal communication skills
- Ability to work independently and collaboratively with investigators and stakeholders
- Passionate and highly motivated, and able to meet tight deadlines

2. Study Coordinator

Key Responsibilities
1. Taking part in coordinating trial preparation, implementation and dissemination
2. Leading efforts to recruit, administer study intervention, and assess study outcomes
3. Leading efforts to engage stakeholders to promote study uptake and maintain a very high retention rate

Essential qualifications

- Holding a medical degree and a good master's degree in Epidemiology, Clinical Trials, Public Health or related field from recognized university(s).
- Experience in coordinating clinical trials with records in achieving recruiting targets and very high retention rates.
- Demonstrated experience in writing and publishing scientific work. It is expected that the suitable candidate will have published at least two quantitative research articles emanating from their master's degree or other scientific work.
- Demonstrated experience in presenting research findings to stakeholders and in scientific platforms.

Desirable qualification/attributes
- Working experience in health research of at least 2 years
- Licensed by the Tanganyika Medical Council to practice as a medical practitioner
- Demonstrated commitment to scientific excellence, work efficiency, innovativeness, and teamwork in implementing research projects
- Strong written and verbal communication skills
- Ability to work independently and collaboratively with investigators and stakeholders
- Passionate, highly motivated and able to meet tight deadlines

3. Clinical Trial Data Manager

Position Summary
The Clinical Trial Data Manager is responsible for the day-to-day management of clinical trial data for study/project assigned by the Data Management Lead, ensuring that all data management activities are conducted in accordance with Good Clinical Practice (GCP), study protocols, applicable regulatory requirements, and departmental Standard Operating Procedures (SOPs). The incumbent is responsible for the design, development, validation, implementation, and maintenance of Electronic Data Capture (EDC) systems using REDCap, as well as the development and maintenance of applications to support participant scheduling, study workflow automation, visit management, and other operational data management processes. The role ensures that clinical trial databases and supporting applications are secure, reliable, validated, and fit for purpose, while maintaining the highest standards of data quality, integrity, confidentiality, and regulatory compliance throughout the entire clinical trial lifecycle.

Reporting Relationships
- Reports to the Principal Investigator, Data Management Lead, or Project Coordinator.
- Collaborates with investigators, statisticians, clinicians, laboratory staff, IT teams, monitors, and sponsors.

Key Responsibilities
- Design and develop REDCap databases, eCRFs, longitudinal projects, surveys, and participant tracking modules.
- Translate protocols into electronic data capture systems.
- Configure branching logic, calculated fields, validation rules, automated alerts, and user roles.
- Develop and validate databases using formal UAT and change control procedures.

- Develop Python applications for participant scheduling, visit windows, reminders, rescheduling, and operational workflow automation.
- Integrate Python applications with REDCap APIs and external systems where appropriate.
- Develop dashboards, reports, and analysis-ready datasets.
- Perform routine data cleaning, discrepancy management, and quality assurance.
- Support monitoring visits, audits, database lock, and study close-out.
- Develop SOPs, user guides, and provide staff training.
- Provide regular reports to the Data Management Lead of work accomplished and plans for the next day(s).
- Perform any other trial-related activity as may be requested by members of the trial management team

Regulatory Responsibilities
- Ensure compliance with ICH-GCP E6(R3), protocol requirements, institutional SOPs, and applicable data protection regulations.
- Maintain validation records, audit trails, and system documentation.

Qualifications
- Bachelor's degree in Computer Science, Health Informatics, or related discipline.
- At least 3 years of clinical data management experience.
- Advanced REDCap database development experience.
- Strong Python programming skills.
- Experience with SQL and Microsoft Excel.
- Knowledge of R and/or Stata is desirable.
- Good communication, attention to detail and organizational skills; willingness and flexibility to travel as required.
- Demonstrated commitment to scientific excellence, work efficiency, innovativeness, and teamwork in implementing research projects
- Ability to work constructively in a big team

4. Project Procurement Officer

Key Responsibilities
1. Supporting the project procurement process under the guidance of the Centre Procurement Officer.
2. Contributing to ensuring efficiency in the procurement process at the Centre
3. Supporting strategies to ensure adherence to national and institutional regulations to foster efficiency and compliance

Essential qualifications

- Holding a Bachelor's Degree in Procurement and Supply Chain Management, Materials Management, Logistics Management, Business Management (Procurement and Supply) or related field from a recognised university. Must be registered with PSPTB

Desirable qualification/attributes
- Working experience in projects in a procurement position for a least two years in a public research/academic health Institution.
- Demonstrated experience in efficiently procuring good and supplies including lab equipment and consumables using National e-procurement system of Tanzania (NeST)
- Demonstrated commitment to excellence, work efficiency, innovativeness, and team work in implementing project work
- Strong written and verbal communication skills
- Ability to work independently and collaboratively with investigators and stakeholders
- Passionate and highly motivated and able to meet tight deadlines

4. Human Resources/ Administrative Officer

Key Responsibilities

1. To assist with all routine personnel and administrative functions
2. Assist in recruiting study personnel
3. Maintain project personnel records
4. Assist in validation of staff payroll
5. Assist in preparation of staff appointment letters and contracts
6. Coordinate and keep records of staff training
7. Ensure staff compliance with labour laws, institutional policies and donor requirements.
8. Assist in monitoring staff performance against project objectives.

Essential qualifications

- Holding at least a Bachelor's Degree in Public Administration, Human Resource Management, Human Resources Planning Management, Industrial Relations, Business Administration (HRM) or equivalent qualifications from recognised institutions.

Desirable qualification/attributes

- Working experience with NIMR projects of at least 2 years in an administrative position
- Demonstrated commitment to excellence, work efficiency, innovativeness, and teamwork in implementing projects
- Strong written and verbal communication skills
- Ability to work independently and collaboratively with investigators and stakeholders
- Passionate and highly motivated, and able to meet tight deadlines

Remuneration: Salary will be provided according to institutional guidelines.

General conditions:

- Application letters should be written in English.
- Applicants should indicate two reputable referees who will be contacted before recruitment
- Applicants must attach their detailed relevant certified copies of academic certificates including form four and six certificates.
- Academic certificates obtained outside the country should be approved by Tanzania commission of universities
- All application letters should be written in font size 12 Times New Roman.
- Application letters should be attached with detailed curriculum vitae.
- Closing date for applications: **2 weeks from the date of this advert**
- Only shortlisted candidates will be contacted.

Apply to: Centre Manager,
NIMR, Muhimbili Research Centre,
Box 3436,
Dar es Salaam.
E-mail: muhimbili@nimr.or.tz