



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH



NATIONAL INSTITUTE FOR MEDICAL RESEARCH

Date: 13/10/2026

BACKGROUND

The National Institute for Medical Research (NIMR) is a parastatal organization under the Ministry of Health, established by Act No. 23 of 1979 (CAP.59, R.E.2002) and became operational in 1980. The Institute is mandated to carry out, control, coordinate, register, monitor, evaluate, and promote health research in Tanzania. The Institute seeks a qualified, experienced, and well-motivated employee to fill the position of **Factory Manager** at the NIMR Mabibo Traditional Medicine Center, Dar es Salaam.

Position: Factory Manager

Location: Dar es Salaam, Tanzania

Employment Type: Full-time

Reporting to: Director General

Job Summary

To provide strategic, technical, and operational leadership in managing the herbal medicine manufacturing facility by ensuring efficient production, regulatory compliance, quality assurance, and the commercialization of herbal products in accordance with Good Manufacturing Practices (GMP), national regulatory requirements (TMDA, TBS), and international quality standards (ISO).

Required Qualifications

Education

- I. Master's degree in either of the following fields: Industrial Pharmacy, Pharmacognosy, Pharmaceutical Sciences, Phytochemistry or related field. Business Administration knowledge will be an added advantage.

Experience

- I. Minimum 5–8 years of experience in pharmaceutical, herbal, nutraceutical, or cosmetic manufacturing.
- II. Experience in a GMP-regulated production environment.
- III. Experience working with regulatory authorities such as TMDA or equivalent.

Key Responsibilities

1.1 Strategic and Operational Management

- I. Oversee overall operations of the herbal manufacturing facility including production planning, quality control, supply chain, and product distribution.
- II. Develop and implement annual production plans and factory performance targets.

All official correspondences should be addressed to the Director General

Headquarters: 3 Capital Street, P.O. Box 2016, 41115 Dodoma, Tanzania,

Email: info@nimr.or.tz, dg@nimr.or.tz, Website: www.nimr.or.tz

Headquarters Sub-Office: 3 Barack Obama Drive, P.O. Box 9653, 11101 Dar es Salaam, Tanzania, Phone: +255222121400

- III. Ensure efficient utilization of resources, including personnel, machinery, raw materials, and finances.
- IV. Support the commercialization of herbal products developed from research institutions.
- V. Develop strategies to scale production capacity for national and export markets.

1.2 Production Management

- I. Ensure production activities comply with Standard Operating Procedures (SOPs).
- II. Maintain batch manufacturing records and production documentation.
- III. Optimize production efficiency and reduce waste.

2.3 Quality Assurance and Regulatory Compliance

- I. Ensure factory compliance with regulatory authorities, including but not limited to TMDA herbal medicine regulations, TBS standards, WHO Good Manufacturing Practices, Pharmacovigilance, and product safety standards
- II. Establish quality systems, including Corrective and Preventive Action (CAPA), deviation management, and change control.

1.3 Research and Product Development Support

- I. Work closely with research scientists to translate research into manufacturable herbal products.
- II. Ensure protection of intellectual property and proprietary formulations.

1.4 Supply Chain and Raw Material Management

- I. Oversee procurement and quality verification of medicinal plant raw materials.
- II. Ensure sustainable sourcing of medicinal plants and compliance with biodiversity regulations.
- III. Manage supplier relationships and quality audits.

1.5 Financial and Business Management

- I. Prepare and manage factory operational budgets.
- II. Monitor production costs and profitability of herbal products.
- III. Identify opportunities for public–private partnerships and investment to expand production.
- IV. Market expansion of herbal products.

External liaison

Liaise with TMDA, TBS, Suppliers of medicinal plants/ raw materials, Distributors and private sector partners, Investors and development partners on issues related to the factory.

COMPENSATION

Remuneration to the successful candidates shall be paid as per NIMR Contract Staff payment guidelines

Term of employment: One-year contract renewable upon successful performance

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MODE OF APPLICATION

- i. Application letters should be written in English;
- ii. Applicants must attach certified copies of birth certificates, academic certificates, and any other relevant documents;
- iii. Application letters should be attached with a curriculum vitae which includes not less than two relevant referees' contacts;
- iv. Only shortlisted candidates will be contacted; and
- v. The closing date for applications **will be 14 days after the first appearance of this advertisement.**

Note: A daytime mobile telephone number and e-mail contact details should be included in the application.

All applications should be addressed to:

**Director General,
National Institute for Medical Research,
5 Capital Street,
P.O. Box 2016,
41119 DODOMA.**

Email submissions are encouraged. Use the following email address:
dg@nimr.or.tz

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