



UNITED REPUBLIC OF TANZANIA

**MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT,
GENDER, ELDERLY AND CHILDREN**

NATIONAL INSTITUTE FOR MEDICAL RESEARCH



JOB ADVERTISEMENT (RE-ADVERTISED)

BACKGROUND

The National Institute for Medical Research (NIMR) is a public research institution established by Act of Parliament No. 23 of 1979 and became operational in 1980. NIMR Mwanza centre is one of the major NIMR research Centers of NIMR located in Mwanza city. The Centre conducts research on schistosomiasis and other neglected tropical diseases, HIV/AIDS, Tuberculosis, malaria, non-communicable diseases (NCDs) as well as other diseases of public health importance. NIMR Mwanza centre have received funding from the European Union (EU) to implement a research project titled “*PREPARE4VBD-A cross-disciplinary alliance to identify, predict and prepare for emerging vector-borne diseases*”. NIMR Mwanza Centre is therefore looking for the qualified, experienced and well-motivated personnel to fill the following vacant positions whose duty station will be at NIMR Mwanza Centre.

1. JOB POSITION: SENIOR SOCIAL SCIENTIST (1 POST)

JOB DESCRIPTION

The senior social scientist will be responsible for overall coordinating and supervision of all social science aspects of the project. He/she will also be responsible for community engagement, community sensitization and liaising with project stakeholders.

REPORTING

The Senior Social Scientist will report and work under the project principal investigator.

DUTIES AND RESPONSIBILITIES:

1. Overall leadership of the social science part of the study;
2. Prepare data collection tools and software;
3. Plan and supervise implementation of qualitative field data collection;
4. Train and supervise the field team during qualitative data collection;
5. Perform qualitative data management, analysis and reporting;
6. Prepare project progress reports and publications on the social science part of the study;
7. Contribute to community engagement, mobilization and sensitization; and
8. To perform any other relevant duties that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE:

1. At least a Masters degree in social sciences or other related qualifications. A PhD in the same field will be an added advantage;
2. At least 5 years of research experience in the same field;
3. Experience in climate change research will be an added advantage;
4. Strong leadership and interpersonal skills;
5. At least 3 publications in peer reviewed journals;
6. The applicant should be a Tanzanian not more than 45 years of age.

2. JOB POSITION: LABORATORY TECHNICIAN (1 POST)

JOB DESCRIPTION:

Candidate shall be responsible for carrying out laboratory procedures according to the laboratory Standard Operating Procedures (SOPs), study protocols, national and international standards and guidelines.

REPORTING:

The **Laboratory Technician** will report and work under the project principal investigator, study coordinator and the head of laboratory sciences unit.

DUTIES AND RESPONSIBILITIES:

1. To provide overall management and supervision of the laboratory aspect of the project
2. To collect samples, perform laboratory tests and preserve samples where relevant
3. To perform quality control of laboratory procedures according to the study protocol as well as national and international standards;
4. To prepare reagents and upkeep of laboratory equipment;
5. To assist keeping records for Laboratory investigations;
6. To comply with laboratory safety procedures, possessing adequate knowledge of instrumentation, theory, and application of new and existing tests;
7. To perform any other relevant duties as may be assigned by supervisors.

QUALIFICATIONS AND COMPETENCES:

1. Holder of a bachelor of science degree in Medical Laboratory Sciences or equivalent qualifications from a recognized institution.
2. At least three years working experience in research setting.
3. Experience in “One Health” research focusing on snail and/or other vector borne diseases of humans and animals will be an added advantage.
4. Strong communication skills English and Kiswahili;
5. Excellent organizational skills with the ability to organize time appropriately and effectively;
6. Self-motivated; team player, able to work independently under minimum supervision
7. Strong planning and organizational skills with ability to prioritize tasks for both self and the team to be able to meet requirements and deadlines;
8. The candidate should be a Tanzanian not above 45 years of age.

3. JOB POSITION: PhD Student

JOB DESCRIPTION

The PhD student will assist the project principal investigator in overall coordination and supervision of field and laboratory activities and eventually use part of the data collected by the project to write a PhD thesis. He/she will be required to register in one of the local Universities in Tanzania.

REPORTING

The PhD student will report and work under the project principal investigator and the project coordinator.

DUTIES AND RESPONSIBILITIES:

1. Prepare data collection tools and software;
2. Plan and supervise implementation of field and laboratory activities
3. Train and supervise field teams during field data collection

4. Perform data management, analysis and reporting;
5. Prepare project progress reports and publications
6. Contribute to community engagement, mobilization and sensitization
7. To perform any other relevant duties that may be assigned by the supervisors.

QUALIFICATIONS AND EXPERIENCE:

1. A good bachelors degree in biology/zoology/veterinary medicine or related qualifications.
2. A good masters degree in the same field of study
3. At least 3 years of research experience in the same field of study;
4. Research experience in vector borne diseases, climate change and modeling will be an added advantage;
5. At least 3 publications in peer reviewed journals;

4. JOB POSITION: PROJECT ACCOUNTANT (1 POST)

JOB DESCRIPTION:

The project accountant will be responsible for overall management of project funds.

REPORTING:

The **Project Accountant** will report and work under the supervision of the project principal investigator, project coordinator and the centre accountant

DUTIES AND RESPONSIBILITIES:

1. To maintain proper books of accounts and records pertaining to income and expenditure of the project.
2. Preparation of payrolls and ensuring all statutory deductions are done properly and submitted timely to appropriate authorities.
3. To prepare statutory financial reports and act as a liaison for external and internal audit matters where needed;
4. To prepare periodical financial and management accounts to guide decision making;
5. To ensure that all transactions are processed and properly accounted for through the centre accounting system and comply with all financial regulations for management of public and donor funds;
6. To prepare reports on project income and expenditure and ensure budgetary control.
7. To ensure that a sound and effective internal control system is enforced and adhered to;
8. To review documentation for payment and preparation of payment vouchers
9. To review all travel requisitions and imprest retirement for approval and posting to the accounting system;
10. To perform any other relevant duties that may be assigned by supervisor.

QUALIFICATIONS AND EXPERIENCE:

1. University degree in Accounting or Finance from a recognized institution. A Certified Public Accountant (CPA) qualification will be an added advantage.
2. A minimum of 4 years working experience preferably in a research environment, international organization or NGOs will be an added advantage;
3. Previous experience in Grants Management, experience working with QuickBooks/Vote-book or similar Accounting software will be an added advantage.
4. A team player with a strong organization, planning with ability to prioritize tasks for both self and team to meet requirements and deadlines;
5. Strong communication skills in written and spoken English and Swahili.
6. Self-motivated; able to work independently under minimal supervision to complete tasks timely and report to supervisors.
7. The applicant should be a Tanzanian not aged above 45 years of age.

MODE OF APPLICATION:

All applications should be enclosed with certified copies of relevant certificates, detailed curriculum vitae and names of at least two reliable referees.

Applicants are required to submit their applications not later than two weeks after the first appearance of this advert.

Applicants are also reminded to indicate reliable day time contact information.

Only shortlisted applicants will be contacted.

Please submit your application to:

**THE CENTRE DIRECTOR,
NIMR MWANZA CENTRE,
P. O. BOX 1462,
MWANZA, TANZANIA
MOBILE: 0735 318096**