NATIONAL INSTITUTE FOR MEDICAL RESEARCH

JOB ADVERTISEMENT

The National Institute for Medical Research (NIMR) is a Parastatal Organization under the Ministry of Health, Community Development, Gender, Elderly and Children. The Institute is charged with carrying out, controlling, coordinating, registering, monitoring and promoting Health Research in Tanzania. NIMR in collaboration with the German Federal Ministry of Education and Research is implementing a research project titled: "Tackling Obstacles for Fighting Lymphatic Filariasis" (TAKeOFF). The Institute is looking for well-trained, competent and self-motivated candidates to fill the following vacant positions within the Project.

1. CLINICIAN – 1 position

Job Location: Lindi (Kilwa DC, Lindi DC and Lindi MC)

Reports to: Project Principal Investigator of the Project

Duties and responsibilities:
Work closely with care and treatment centers (CTC)

- Screening study participants
- Filling participants' logs for screening and enrolment.
- Administering screening of informed consent and enrolment informed consent
- checking inclusion/exclusion criteria
- performing physical examination
- counselling study participants
- Performing patients, randomization
- Recording and reporting adverse events (AEs) to Sponsor
- Reviewing diary cards and other patient-completed documentations
- Filling and signing off case report forms (CRFs)
- Reviewing signed CRFs prior to data entry
- Prescribing and advising on the correct use of medication
- Checking patients medicine compliance
- Preparing field reports and other technical reports as required by the project
- Attending and presenting during organized scientific meetings/conferences.
- Performing any other related duties assigned by Supervisors

Qualifications: Graduate in Medicine (MD, MBBS) with current registration from the medical Council of Tanzania.

Experience:

- At least one-year experience in fieldwork (clinical trial/practice is preferred).
- Experience working with neglected tropical diseases will be an added advantage.

- A valid Certificate of Good Clinical Practices (GCP) will be added advantage
- Fluent in Kiswahili and English
- Knowledge of computer applications and management (internet, navigation, data analytics, packages, Microsoft Word, Excel, and Publisher).
- Competence and skills: Good analytical skills, negotiation, communication and advocacy.
- Good teamwork capabilities.

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

2. LABORATORY TECHNOLOGIST – 1 position

Job Location: Lindi (Kilwa DC, Lindi DC and Lindi MC)

Reports to: Principal Investigator of the Project

Duties and responsibilities:

- Ensuring all equipment are updated and calibrated.
- Ensuring availability of laboratory reagents.
- Liaising with study laboratory managers and ensuring that Hematology, Biochemistry and other laboratory machines/equipment according to manufacturer's instructions.
- Sampling of blood, urine and handling other biological samples.
- Performing laboratory tests (i.e., Hematology and Biochemistry) and other trial related laboratory tests.
- Keeping an inventory and making routine check of performance of laboratory equipment.
- Filling Liquid Nitrogen tank sample Log and other log sheets
- Facilitating study sample storage and transportation to the designated laboratories/places
- Performing routine laboratory operations or any other related duties assigned by supervisors.

Qualifications:

Holder of Bachelor's degree or equivalent in Laboratory Technology from a recognized institution or equivalent from a recognized Institution.

Experience

- Experience in regulations for packaging and shipping laboratory specimens is an added advantage.
- Experience in monitoring laboratory equipment/machines.

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

3. LABORATORY ASSISTANT – 1 position

Job Location: Lindi (Kilwa DC, Lindi DC, Lindi MC)

Reports to: Principal Investigator of the Project

Duties and Responsibilities:

- Assisting Laboratory Technicians and Technologists to perform basic laboratory investigations.
- Maintaining general cleanliness of laboratory glass ware and equipments.
- Collecting blood (venous or finger Prick) from patients for testing and/or preserving for future use.
- Keeping records of laboratory investigations carried out in the register.
- Performing any other related duties as assigned by Supervisors.

Qualification:

Holder of Diploma in one of the following fields: Medical Laboratory Sciences, Laboratory Science and Technology, or Health Laboratory Technology. The candidate must be registered by Health Laboratory Practitioners Council.

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

Note: ***Applicants from Lindi region are highly encouraged to apply; and female applicants are encouraged to apply.***

4. DATA CLERK – 1 position

Job Location: Lindi (Kilwa DC, Lindi DC and Lindi MC)

Reports to: Principal Investigator of the Project

Duties and responsibilities:

- Scanning documents and perform data entry into electronic systems via a web interface or upload to the system.
- Performing data accuracy and/or technical review.
- Assisting with routine data verification and quality control.

- Ensuring data completeness, integrity, and consistency with prescribed study protocol.
- Handling confidential material and adhere to data security and confidentiality requirements.
- Providing quality data related to clinical studies.
- Assisting Data Management team in the generation of Annotated Case report forms (CRFs).
- Uploading CRF into the web interface.

Qualification: Diploma in health-related fields from a recognized institution.

Experience:
- Excellent written and verbal communication skills.
- Ability to operate within cross-cultural, multi-disciplinary teams and therapeutic areas.
- Must have solid basic MS Tool experience – Word, Excel, with MS Project, PowerPoint preferred.

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

Note: ***Female applicants are highly encouraged to apply.***

5. **DRIVER – 1 position**
Job Location: Lindi (Kilwa DC, Lindi DC, and Lindi MC)

Reports to: Project Administrator

Duties and responsibilities:
- To make requisition of fuel, refill the vehicles and account for fuel consumption through logbook;
- Driving Institute's vehicles;
- Keeping the vehicle under his/her custody clean and ensure safety;
- Filling and maintaining vehicle log book for all movements;
- Initiating maintenance of vehicles; and
- Performing any other related duties as may be assigned by supervisors.

Qualifications:
Holder of Secondary Education Certificate with passes in Kiswahili and English. Having a valid Driving License Class C or E and one-year Basic Driving Course plus driving experience of at least one year without causing accidents.

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

Note: ***Applicants from Lindi region are highly encouraged to apply.***

REMUNERATION:
Salary will be offered as per NIMR's Staff Regulations.

MODE OF APPLICATION:
All applications should be enclosed with certified photocopies of relevant certificates and detailed Curriculum Vitae. Applicants are required to submit their applications not later than **09th January, 2022** to the address below. Only shortlisted applicants will be contacted.

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
E-mail: dg_office@nimr.or.tz

UNITED REPUBLIC OF TANZANIA

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

NATIONAL INSTITUTE FOR MEDICAL RESEARCH

JOB ADVERTISEMENT

BACKGROUND:

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) andbecame operational in 1980. The National Institute for Medical Research (NIMR) Muhimbili Centre is looking for a full time qualified Tanzanians to fill the posts of Project Coordinator, Study Physician, Clinical Research Nurse, Research Officer and Project accounts Officer.

On behalf of the Director General of the National Institute for Medical Research, the Centre Director of Muhimbili Medical Research Centre wishes to advertise the mentioned posts which require a highly motivated and competent Tanzanians to fill the posts on annual contract basis with possibility of renewal.

POST:

1. PROJECT COORDINATOR: (1 POSITION)

JOB DESCRIPTION:

The Project Coordinator will facilitate and coordinate daily project activities and playing a critical role in the implementation of the project. By performing these duties, the Project Coordinator will work with the Project Investigator and other stakeholders to support andprovide guidance on administration, financial, personnel and other related aspects of the project.

DUTIES AND RESPONSIBILITIES:

i. To ensure that assigned project activities including patient's recruitment, sample collection, packaging, storage and transportation are implemented as per the SOP's while abiding to all ethical principles, on time and as per the work plan;
ii. To develop accurate source materials and ensure compliance from project staff and stakeholders;
iii. To provide accurate and timely documentation and reporting to both sponsor and NIMR;
iv. To ensure appropriate credentialing and training of the project team members in the project sites;
v. To liaise with project team and stakeholders to ensure that the implementation of the project activities supports efforts of the Ministry of Health, Community Development, Gender, Elderly and Children on the vaccination for COVID-19;
vi. To communicate and collaborate specific project requirements to the project team, including PI, sponsor and stakeholders;
vii. To ensure compliance with project protocols, by providing ongoing quality control audits;
viii. To facilitate communication of project's progress to all stakeholders on implementation strategies; this includes, providing regular status updates and progress reports to project management;
ix. To facilitate timely and effective stakeholders' communication through regular meetings, reporting, site visits and conference calls;
x. To manage effective relationships and open communication with project site facilities and key stakeholders;
xi. To compile and maintain all project documentation in accordance with Project SOPs;
xii. To prepare quarterly, annual and terminal progress reports of the work done;

xiii. To organize meetings, as necessary, with project team members and collaborators, including programme, accommodation, travel, venues and social events;

xiv. To perform any other related duties assigned by the supervisor.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

1. A holder of Doctor of Medicine (MD) degree and a MSc in related field;
2. At least a minimum of two years' experience in coordinating a clinical trial;
3. Good analytical skills and ability to understand complex subjects; extract and communicate relevant information from data and documents;
4. Ability to prepare comprehensive project documentation and reporting, using MS Office software, for internal and stakeholders' communication;
5. Expert project management skills, including a demonstrated ability to define scope, manage stakeholders, manage schedule/task activity, manage change and communicate risks;
6. Excellent organizational skills with the ability to organize time appropriately and effectively;
7. Strong language skills with fluent in written and spoken English and Swahili including presentation skills;
8. Self-motivated, able to work independently to complete tasks and respond to appropriate project authority requests and to collaborate with others to utilize their resources and knowledge to identify quality solutions;
9. Strong organization, planning and project management skills; ability to prioritize tasks for both self and team to meet requirements and deadlines.

REPORTING:

The Project Coordinator will report to Project Principal Investigator.

CONTRACT:

One-year contract which may be renewed on the basis of performance and mutual agreement.

DUTY STATION:

The successful Candidate will be based at NIMR-Muhimbili Centre, Dar-es-Salaam.

COMPENSATION:

A competitive salary will be offered as per Government of Tanzania Regulations.

2. STUDY PHYSICIAN: (1POSITION)

JOB DESCRIPTION:

The Study Physician will provide medical leadership on project teams. He/she will provide medical/scientific consultation and therapeutic expertise. This position is primarily responsible for overseeing study specific medical/safety monitoring activities, ensuring compliance with ethical, legal, and regulatory standards as well as Sponsor SOPs.

DUTIES AND RESPONSIBILITIES:

i. Day to day running of clinical trial;
ii. Communication between ward staff and study staff;
iii. Screening, enrolment and randomisation of study participants;
iv. Day to day clinical management of participants;
v. Reporting any SAEs and SUSAR immediately to the local PI;
vi. Completing AE forms within 24 hours of their occurrence and communicating the AE/SAE/SUSAR to the local and international PI;
vii. Completing progress reports for the DSMB/TSC and ethics committees;

viii. Liaising with the study coordinator in ordering trial equipment;
ix. Ensuring case report forms (CRFs) are kept accurate and up to date;
x. Ensuring CRFs and AE forms are faxed using the Redcap;
xi. Checking and recording all laboratory results for trial participants;
xii. Laboratory transport and storage of samples: serum, urine and plasma (in conjunction with laboratory technician);
xiii. Follow-up of study participants for six months from date of recruitment;
xiv. Responsible for ensuring secure storage and sufficient supplies of IMP and consumables in conjunction with pharmacist;
xv. Ensure appropriate laboratory specimen collection, storage and sample shipping as required;
xvi. Preparation for external monitoring visits;
xvii. On-site monitoring of trial (laboratory, pharmacy, clinical areas, data entry) and
xviii. To perform any other related duties assigned by the supervisor.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

1. Master of Medicine Degree (M. Med) who is registered with the Medical Council of Tanganyika and must be a holder of a Doctor of Medicine Degree;
2. Experience to work with research organization or research institution.
3. Good analytical skills ability, to understand complex subjects, extract and communicate relevant information from data and documents;
4. Ability to prepare comprehensive project documentation and reporting; using MS Office software, for internal and stake holders' communication;
5. Expert project management skills, including a demonstrated ability to define scope, manage stakeholders, manage schedule/task activity, manage change and communicate risks;
6. Excellent organizational skills with the ability to organize time appropriately and effectively;
7. Strong language skills fluent written and spoken English and Swahili including

presentation skills;

8. Previous experience in the field of clinical trials, and knowledge of good clinical practice would be highly desirable; and/or previous experience in Project Management will be an added advantage;
9. Self-motivated; able to work independently to complete tasks and respond to department requests and to collaborate with others to utilize their resources and knowledge to identify quality solutions.
10. Strong organization, planning and project management skills;
11. Ability to prioritize tasks for both self and team to meet requirements and deadlines.

REPORTING:

The Study Physician will report to Project Principal Investigator.

CONTRACT:

One-year contract which may be renewed on the basis of performance and mutual agreement.

DUTY STATION:

Duty station will be based in Dar es Salaam.

COMPENSATION:

A competitive salary will be awarded to a successful candidate

3. CLINICAL RESEARCH NURSE: (2 POSITION)

The Clinical Research Nurse, under the guidance and supervision of the Project Coordinator & Principal Investigator (PI), ensures the integrity and quality of clinical trials are maintained and conducted in accordance with GCP and local regulations, Institutional

Review Board (IRB) approvals, and procedures. This position is primarily responsible for the accurate completion of visit procedures and collection of information from study participants according to protocols, and for protecting the health, safety, and welfare of research participants.

JOB DESCRIPTION:

i. To Ensure compliance with each study's protocol by providing thorough review and documentation at each subject study visit;
ii. To participate in recruitment and selection of study participants by interviewing and documenting medical history to determine compliance with eligibility requirements;
iii. To perform medical tests, including, but not limited to, vital signs;
iv. To Provide participant education and medical information to study participants to ensure understanding of proper vaccine dosage and administration;
v. To interface with research participants, to support efforts to determine eligibility and consenting of study participants according to protocol;
vi. To obtain informed consent from participant or family member;
vii. To fill consent forms;
viii. To establish and maintain a positive relationship with study participants;
ix. To chase outstanding blood results (in conjunction with study doctors) and informing study doctor of results;
x. To document relevant clinical information in participant records;
xi. To book and chase results of investigations (Chemistries, viral load etc);
xii. To trace non-attenders through note entries, phone calls, text messages or visiting them in the community;
xiii. To fax CRFs using Redcap;
xiv. To respond error reports from Redcap in collaboration with the study doctor;
xv. To updating of patient follow-up spreadsheet;
xvi. To Liaise with laboratory staff on a daily basis regarding new positive results;

xvii. To assist with study and sub-study specimen collection, storage and shipping as required; and

xviii. And carry out any other related duties as may be assigned.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

1. Valid RN license;
2. Minimum of a diploma from an accredited nursing school required;
3. Two (2) years of recent clinical nursing experience in a hospital, clinic or similar health care setting (Bachelor's degree may be substituted for one (1) year work experience);
4. Nursing competency skills per scope of practice (i.e., performing vital signs, nursing assessments, etc.);
5. At least one (1) year clinical trials research experience preferred;
6. Knowledge of medical terminology, drug calculation skills, clinical medicine, clinical trials and GCP concepts;
7. Detail oriented and meticulous in all aspects of work;
8. Strong follow through skills and ability to proactively identify and solve problems; demonstrated initiative is imperative;
9. Must have professional demeanor, strong communication skills with the public as well as physicians and co-workers;
10. Ability to work well independently as well as in team environment;
11. Strong interpersonal, customer service and multi-tasking skills are critical;
12. Must be proficient in Microsoft Office Word and Excel, electronic health systems and databases used in research environment, or have a willingness to learn and demonstrate proficiency within six months of hire;
13. Possess the ability to work well under pressure, multi-task, and manage deadlines;
14. Knowledge of GCP, state, and local regulations.

REPORTING:

The Clinical Research Nurse will report to Project Principal Investigator.

DURATION OF CONTRACT:

Initial One-year contract which may be renewed on the basis of performance and mutual agreement.

DUTY STATION:

Clinical research nurse will be based in Dar es Salaam or Coastal Region**.**

COMPENSATION:

A competitive salary will be offered as per Government of Tanzania regulations.

4. RESEARCH OFFICER (1 Position)

JOB DESCRIPTION:

The Research Officer will assist the Project Coordinator in supports, facilitates and coordinates the daily project activities and plays a critical role in the conduct of the study. By performing these duties, the Research Officer will work with the Project Coordinator, Project Investigator, and institution to support personnel and other related aspects of the clinical study.

DUTIES AND RESPONSIBILITIES:

i. As Research Officer, ensures assigned study is conducted in accordance with the National IRB regulation and Good Clinical Practices (GCP) guidelines;
ii. To ensure site compliance with research protocols by reviewing all regulatory requirements to confirm implementation of appropriate methods, practices, and procedures for all research activities;
iii. To develop accurate source materials and ensures compliance from site staff;
iv. To provide accurate and timely data collection, documentation, entry, and reporting in study databases;
v. To ensure appropriate credentialing and training of the entire study team;
vi. To support the regulatory staff in the maintenance of regulatory documents in accordance with Study SOP and applicable regulations;
vii. To interface with research participants, to support efforts to determine eligibility and consenting of study participants according to protocol;
viii. To communicate and collaborates specific study requirements to the research team including internal and external parties, monitors, PI, and study participants;
ix. To ensure compliance with research protocols, by providing ongoing quality control audits;
x. To facilitate timely and effective stake holders' communication through regular meetings, reporting, site visits and conference calls;
xi. To manage effective relationships and open communication with project site facilities and key stakeholders;
xii. To compile and maintain all project documentation in accordance with Project SOPs and procedures. Prepare quarterly, annual and terminal progress reports of the work done;
xiii. To help study coordinator organize meetings, as necessary, with study team members and collaborators, including programme, accommodation, travel, venues and social events;
xiv. And carry out any other related duties as may be assigned.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

i. A Holder of Master's Degree in one of the following fields: Medicine, Microbiology, virology, bacteriology, Immunology, Molecular Biology, Biotechnology (Genetics and Medical) with first degree in Medicine (MD);
ii. Experience to work with research organization or research institution;
iii. Good analytical skills ability, to understand complex subjects, extract and communicate relevant information from data and documents;
iv. Ability to prepare comprehensive project documentation and reporting, using MS Office software, for internal and stake holders' communication;
v. Excellent organizational skills with the ability to organize time appropriately and effectively;
vi. Strong language skills fluent written and spoken English and Swahili including presentation skills;
vii. Previous experience in the field of clinical trials, and knowledge of good clinical practice would be highly desirable; and/or previous experience in Project Management will be an added advantage; and
viii. Self-motivated; able to work independently to complete tasks and respond to department requests and to collaborate with others to utilize their resources and knowledge to identify quality solutions. Strong organization, planning and project management skills; ability to prioritize tasks for both self and team to meet requirements and deadlines.

REPORTING:

The Research Officer will report and work under Project Investigator.

CONTRACT:

One-year renewable contract subject to satisfactory performance and mutual agreement.

DUTY STATION:

Will be based at NIMR – Muhimbili Centre, Dar-es-Salaam.

COMPENSATION:

A competitive salary will be offered.

5. PROJECT ACCOUNTS OFFICER (1 Position)

JOB DESCRIPTION:

The Project Accounts Officer will assist NIMR Centre Accountant in supporting, facilitating, and coordinating the project activities in daily accounting activities.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

i. A minimum of Bachelor's degree or Advanced Diploma of Accounting or its equivalent. Intermediate stage Professional qualification, will be an added advantage;
ii. A minimum of three-year experience in donor funded Research Projects in the position of financial management, project accountant or equivalent experience;
iii. Ability to demonstrate his/her professional, knowledge and experience in budgeting, financial reporting, budget execution and control, procurement procedures, etc.;
iv. Knowledge of the government financial management regulations;
v. Ability to communicate well in verbal and written English and Swahili languages.

DUTIES AND RESPONSIBILITIES:

The incumbent will report to the Centre Accountant and will have the following duties:

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i. To participate in budgeting, budgetary control and reviews of various projects;
ii. To facilitate and support day to day projects' operations by implementing and offering support in the financial management area;
iii. Regular and proper recording of financial transactions, including payments and receivables;
iv. To prepare of monthly projects bank reconciliations;
v. To management of projects imprest in terms of its retirement and reconciliation of balances;
vi. To prepare of various projects' reports, and Centre's periodic financial report;
vii. To perform activities across the various accounting functions: payroll, accounts payable, accounts receivable and general accounting as needs may require;
viii. To offer support to other Accountants and Project leaders through providing accurate and timely projects' financial information and reports;
ix. To prepare detailed duty roster and allocation of staff in respective sections and ensure smooth rotation of duties;
x. To participate in the preparation of the Centre's Annual financial statements; and
xi. To perform any other relevant duties as assigned by Supervisor.

REPORTING:
The Project Accounts Officer will report and work under Centre Accountant.

CONTRACT:
One-year renewable contract subject to satisfactory performance.

DUTY STATION:
Will be based at NIMR Muhimbili, Dar-es-Salaam.

COMPENSATION:
A competitive salary will be offered.

MODE OF APPLICATION

All applications should be enclosed with certified photocopies of relevant certificates and detailed curriculum vitae.

Applicants are also reminded to indicate all necessary information for communication. **Only shortlisted applicants will be notified**.

Applicant is required to submit his hardcopy application to the address below**.**

The Centre Director,

National Institute for Medical Research,

Muhimbili Medical Research Centre,

P O Box 3436,

Dar es Salaam, TANZANIA,

APPLICATION DEADLINE

The application deadline will be on **14th January 2022.**