



UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH

NATIONAL INSTITUTE FOR MEDICAL RESEARCH



JOB ADVERTISEMENT

29TH MARCH 2023

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) and became operational in 1980. NIMR Mbeya Medical Research Centre (MMRC) is one of the NIMR Centres located in Mbeya. The Centre is currently conducting research on HIV/AIDS, Tuberculosis, Non-Communicable Diseases (NCDs) as well as other diseases of public health importance. The National Institute for Medical Research is looking for the qualified, experienced and well-motivated personnel to fill vacant position whose duty station will be in Mbeya City.

1. JOB POSITION: ASSISTANT RESEARCH OFFICER - MEDICAL DOCTOR (4 POSTS)

REPORTING

The **Assistant Research Officer** will report and work under the Head of TB & Emerging Diseases Research.

JOB DESCRIPTION

Candidate shall be responsible for implementing research/trial activities including executing informed consenting processes, enrolment and monitoring of study participants. Will assist study investigators in preparing study data, literature reviews, analysis for meeting presentations and publications. He/she shall be responsible in conducting and disseminating scientifically and ethically sound health research that addresses the national health priorities to alleviate health problems for scientific advancement and human wellbeing.

DUTIES AND RESPONSIBILITIES:

- i. To provide supervisory clinical management of adverse events among study participants, management of patients receiving Investigational Medicinal Product (IMP) or new diagnostics in various research projects;
- ii. To participate in developing sound and fundable research proposals to attract research funding;

- iii. To ensure timely submission of study proposals to the relevant ethical and regulatory authorities for review and approval;
- iv. To participate in conducting approved health researches (synthesis, data collection, analysis and report writing etc);
- v. To disseminate research findings in different formats including but not limited to publishing in peer reviewed journals, scientific conferences etc;
- vi. To participate in engagement and collaboration with public and private sectors in the health researches for scientific advancement and improvement of human and social wellbeing;
- vii. To participate in local and international scientific forums for exchange and sharing health research information and networking;
- viii. To participate in developing and delivering tailor made courses related to his/her area of expertise.
- ix. To participate in departmental and centre/directorate administrative and scientific meetings;
- x. To participate in appraising performance of his/her subordinates;
- xi. To timely prepare and submit quarterly and annual reports;
- xii. To participate in review and development of the institute strategic plan, budgeting and setting of national health research priorities; and
- xiii. To perform any other relevant duties that may be assigned by the supervisor.

QUALIFICATIONS AND COMPETENCES:

- Holder of Bachelor Degree in Medicine from recognized institutions with minimum of an Upper Second Class or overall minimum of Grade B for unclassified Degrees;
- At least one year working experience in clinical trial setting;
- Valid professional license from the Medical Council of Tanganyika (MCT);
- Must have a thorough knowledge of clinical research concepts, practices, and regulatory and ICH GCP Guidelines regarding drug/vaccine development phases, clinical research and data management methods;
- Able to work under pressure and multi-tasking settings with high level of integrity
- Strong language skills fluency in written and spoken English and Swahili including presentation skills;
- Good analytical skills and ability to understand complex subjects extract and communicate relevant information from data and documents;
- Ability to prepare report using MS Office software, for internal and stakeholders' communication;
- Excellent organizational skills with the ability to organize time appropriately and effectively;
- Self-motivated, able to work independently under minimal supervision to complete tasks and respond to appropriate project authority requests and to collaborate with others;
- A team player with a strong organization, planning with ability to prioritize tasks for both self and team to meet requirements and deadlines;
- The applicant should be a Tanzanian below 45 years old.

2. JOB POSITION: ASSISTANT RESEARCH OFFICER - SOCIAL SCIENTIST (2 POSTS)

JOB DESCRIPTION

The 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 stakeholder.

REPORTING

The Social Scientist will report and work under the Head of TB & Emerging Diseases Research.

DUTIES AND RESPONSIBILITIES:

- i. Overall leadership of the social science part of the study;
- ii. Prepare data collection tools and software;
- iii. Plan and supervise implementation of qualitative field data collection;
- iv. Train and supervise the field team during qualitative data collection;
- v. Perform qualitative data management, analysis and reporting;
- vi. Prepare project progress reports and publications on the social science part of the study;
- vii. Contribute to community engagement, mobilization and sensitization;
- viii. To perform any other relevant duties that may be assigned by the supervisor;

QUALIFICATIONS AND COMPETENCES:

- Holder of Bachelor Degree in Sociology or equivalent qualifications from recognized institutions with minimum of an Upper Second Class or overall minimum of Grade B for unclassified Degrees;
- At least one year working experience in clinical trial setting;
- Able to work under pressure and multi-tasking settings with high level of integrity;
- Strong language skills fluency in written and spoken English and Swahili including presentation skills;
- Excellent organizational skills with the ability to organize time appropriately and effectively;
- Self-motivated, able to work independently under minimal supervision to complete tasks and respond to appropriate project authority requests and to collaborate with others;
- The applicant should be a Tanzanian below 45 years old.

3. JOB POSITION ASSISTANT ICT OFFICER (1 POSTS)

REPORTING

The Assistant ICT Officer will report and work under the Head of ICT at NIMR Mbeya Centre.

JOB DESCRIPTION

Will be responsible to maintain computer systems, provide technical support and teach users the basic skills they need to operate newly installed programs. Install, repair, maintain, and analyze different types of computer and accessories.

DUTIES AND RESPONSIBILITIES:

- i To investigate user problems, to identify their source and determine possible solutions;
- ii To install, configure, and maintaining personal computers, workstations, network cabling, and other related equipment, devices and systems;
- iii To keep records of all users' problems and errors as well as the steps to be taken to solve the problems;
- iv To answer technical queries as may arise from user staff, departments and units;
- v To repair and maintain ICT equipment and associated peripherals;
- vi To maintain safety and security to ICT systems and equipment;
- vii To operate computers and peripheral equipment such as system consoles, printers, tape and disk drives;
- viii To prepare equipment for operation; monitor equipment and communication network while in operation;
- ix To perform minor debugging and report any discrepancies; identify and report major equipment malfunctions to appropriate personnel;
- x To burst, decollate, shred, sort and collate printouts in preparation for delivery to appropriate departments and users;
- xi To perform daily systems initialization and backups to computer systems; and
- xii Perform any related duties as may be assigned by his superiors.

QUALIFICATIONS AND COMPETENCIES:

- Holder of Diploma or FTC in one of following fields: Computer Science, Information Technology, Information Systems, Telecommunication or equivalent computer qualifications from recognised Institutions;
- Previously working experience in the Medical Research settings is an added advantage;
- The applicant should be a Tanzanian below 45 years old;
- Team player with high integrity;
- Excellent communication, interpersonal, organizational skills;
- Able to work under pressure and multi-tasking setting;
- Ability to work under minimal supervision;

4. JOB POSITION: NURSING OFFICER (2 POSTS)

JOB DESCRIPTION

Candidate shall be responsible for coordinating and administering all aspects of Clinical Trial activities for assigned project(s) with respect to managing and conducting research activities such as collecting data, informing participants about study objectives and administering questionnaire as per the Good Clinical Practice (GCP). Managing protocol related documents, project plans, timeline management, quality standards, risk mitigation and others while implementing research activities. Furthermore, he/she will be responsible for conducting and disseminating scientifically and ethically sound health research that addresses the national health priorities to alleviate health problems for scientific advancement and human wellbeing.

REPORTING

The **Nursing Officer** will report and work under the Head of TB & Emerging Diseases Research.

DUTIES AND RESPONSIBILITIES:

- i To provide high quality nursing care using appropriate nursing process;
- ii To assess patient's condition, plan, implement, document and evaluate individualized care using appropriate nursing model and according to the Institute nursing policy;
- iii To ensure all drugs and other treatments are given to the patients as prescribed and observe any adverse condition;
- iv To maintain a professional friendly atmosphere and create a dignified environment;
- v To follow Institute policy in respect of custody and administration of all drugs, with special observation to Dangerous Drugs Act (DDA);
- vi To maintain personal contact with patients, their relatives and visitors to enhance the patient's quality of life, dignity and the good standing of the Institute;
- vii To ensure the safe care and custody of patients property in accordance with the Institute policy;
- viii To report any accident/incident, loss or theft to immediate Supervisor and complete necessary statements promptly;
- ix To maintain Health and Safety at work by ensuring that infection prevention and control principles are followed; and
- x To perform any other related duties as may be assigned by the Supervisor.

QUALIFICATIONS AND COMPETENCES:

- Holder of Bachelor Degree in Nursing, Midwifery or equivalent qualifications from a recognized institution;
- A minimum of one (1) year working experience with research organization or research institution;
- A valid professional license from the Tanzania Nurses and Midwives Council.
- A candidate must have a thorough knowledge of clinical research concepts, practices, and regulatory and ICH GCP Guidelines regarding drug or vaccine development phases, clinical research and data management methods;
- Able to work under pressure and multi-tasking settings with a high level of integrity;
- Strong language skills, fluency in written and spoken English and Swahili including

- presentation skills;
- Good analytical skills and ability to understand complex subjects, extract and communicate relevant information from data and documents;
- Ability to prepare report using MS Office software, for internal and stakeholders' communication;
- Excellent organizational skills with the ability to organize time appropriately and effectively;
- Self-motivated; able to work independently under minimal supervision to complete tasks and respond to appropriate project authority requests and to collaborate with others;
- A team player with a strong organization, planning with ability to prioritize tasks for both self and team to meet requirements and deadlines.
- The applicant should be a Tanzanian below 45 years old.

5. JOB POSITION: ASSISTANT NURSING OFFICER (2 POSTS)

JOB DESCRIPTION

Nurses will be responsible for; patients' care, caring of mother and baby and drug dispensing. In executing her/his duties, the officer shall abide by Clinical ethics, hospital policy as well as NIMR and Government Regulations.

REPORTING

The **Assistant Nursing Officer** will report and work under the Head of TB & Emerging Diseases Research.

DUTIES AND RESPONSIBILITIES:

- To carryout general Nursing care of patients including Administration of medicines, injection and treatment of patients prescribed by doctors;
- To collect relevant health statistics and prepare plan of action;
- To conduct Health Education activities and counselling;
- To provide counselling services;
- To perform any other relevant duties that may be assigned by the supervisor.

QUALIFICATIONS AND COMPETENCES:

- Holder of Diploma in one of the following field: Nursing, Midwifery or equivalent qualifications from a recognized institution and registered with Tanzania Nurses and Midwives Council;
- A minimum of one (1) year working experience with research organization or research institution;
- A valid professional license from the Tanzania Nurses and Midwives Council.
- A candidate must have a thorough knowledge of clinical research concepts, practices, and regulatory and ICH GCP Guidelines regarding drug or vaccine development phases, clinical research and data management methods;
- Able to work under pressure and multi-tasking settings with a high level of

- integrity;
- Strong language skills, fluency in written and spoken English and Swahili including presentation skills;
- Good analytical skills and ability to understand complex subjects, extract and communicate relevant information from data and documents;
- Ability to prepare report using MS Office software, for internal and stakeholders' communication;
- Excellent organizational skills with the ability to organize time appropriately and effectively;
- Self-motivated; able to work independently under minimal supervision to complete tasks and respond to appropriate project authority requests and to collaborate with others;
- A team player with a strong organization, planning with ability to prioritize tasks for both self and team to meet requirements and deadlines.
- The applicant should be a Tanzanian below 45 years old.

6. JOB POSITION: PHAMACIST (1 POST)

JOB DESCRIPTION

To assist clinical staff with the conduct of clinical trials including drug storage and management, randomization and dispensing procedures, communication with local authorities and assuring compliance with the study protocol and GCP/ICH guidelines for all procedures.

REPORTING

The **Pharmacist** will report and work under the Head of Pharmacy and TB & Emerging Diseases Research.

DUTIES AND RESPONSIBILITIES:

- i. Ordering, correct storage and stock keeping of drug supply in the pharmacy department;
- ii. Maintain ordering and storage of the study drugs under controlled specified conditions;
- iii. Communicating with local authorities to facilitate the trials activities as required;
- iv. Maintain accurate and complete record of used and unused (investigational) drugs;
- v. Oversee the quality, efficiency and good functioning of temperature monitoring systems to ensure quality of (trial) medication;
- vi. Full understanding and implementation of protocol requirements for the study drugs;
- vii. Dispensing, counseling and provide professional advise to the trial subjects;
- viii. Maintain GCP/ICH and ethics as required;
- ix. Recommend purchase of drugs and medical equipment;
- x. Be involved in research work in study design; ensure proper documentation and filling of forms, report writing and publication of study results;
- xi. Develop SOPs and Logs as required;
- xii. Use of Safety Work bench as required;
- xiii. Maintain all devices used in the pharmacy in good condition;

- xiv. To perform any other relevant duties assigned by supervisor;

QUALIFICATIONS AND COMPETENCES:

- Holder of Bachelor Degree in Pharmacy from recognized institutions;
- Must have successfully completed one (1) year Internship and be registered by the Pharmacy Council;
- At least one year working experience in clinical trial setting;
- Valid professional license from the Pharmacy Council;
- Must have a thorough knowledge of clinical research concepts, practices, and regulatory and ICH GCP Guidelines regarding drug/vaccine development phases, clinical research and data management methods;
- Able to work under pressure and multi-tasking settings with high level of integrity
- Strong language skills fluency in written and spoken English and Swahili including presentation skills;
- Excellent organizational skills with the ability to organize time appropriately and effectively;
- Self-motivated, able to work independently under minimal supervision to complete tasks and respond to appropriate project authority requests and to collaborate with others;
- A team player with a strong organization, planning with ability to prioritize tasks for both self and team to meet requirements and deadlines;
- The applicant should be a Tanzanian below 45 years old.

7. JOB POSITION: HEALTH LABORATORY SCIENTIST (1 POST)

JOB DESCRIPTION

S/he shall be responsible for conducting and disseminating scientifically and ethically sound health laboratory research that addresses the national health priorities to alleviate health problems for scientific advancement and human wellbeing.

REPORTING

The **Health Laboratory Scientist** will report and work under the Head of Laboratory Sciences.

DUTIES AND RESPONSIBILITIES:

- i. To assist in preventive maintenance of equipment and make sure is carried out as planned;
- ii. To participate in relevant research projects and compile reports on the same;
- iii. To coordinate safety programmes in the laboratory;
- iv. To participate in communicable diseases surveillance and control;
- v. To keep proper records of laboratory investigations;
- vi. Ensuring that the laboratory is well maintained and clean, including all equipment, supplies, and facilities;
- vii. Ensuring that safety protocols are followed by all laboratory staff members, including adhering to safety equipment requirements and using appropriate

- personal protective equipment (PPE) such as safety goggles or laboratory coats when necessary;
- viii. Managing inventory of chemicals and supplies used in experiments and providing a list of needed items to researchers;
 - ix. Organizing and managing the Laboratory budget by tracking expenses, ordering supplies, and requesting funding from management when necessary;
 - x. Overseeing the training and mentoring of new laboratory technicians and other staff members;
 - xi. To perform other relevant duties as may be assigned by the supervisor;

QUALIFICATIONS AND COMPETENCES:

- Holder of Bachelor Degree in one of the following fields: Medical Laboratory Sciences, Laboratory Science and Technology, Health Laboratory Technology or equivalent qualifications from a recognized Institution;
- At least one year working experience in clinical trial setting;
- Excellent communication and interpersonal skills;
- Proven leadership ability;
- Strong organizational and time management skills;
- Working knowledge of Microsoft Office and laboratory software programs;
- Experience with accreditation standards and quality control procedures.

TERMS: One (1) year contract which may be renewed by mutual agreement bases of performance and availability of funds.

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.
- In case you do not hear from us in two weeks' time after the closing date consider yourself unsuccessful.

In your application letter use the address below:

**THE CENTRE MANAGER,
NIMR – MBEYA MEDICAL RESEARCH CENTRE,
P.O. BOX 2410,
MBEYA, TANZANIA.**

Please Use the Link Below to apply, we do not accept the hard copy or email submission. Deadline of submission is 11st April, 2023

<http://jobapplication.mbeya.nimr-mmrc.org:8056/>