



**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF HEALTH**  
**NATIONAL INSTITUTE FOR MEDICAL RESEARCH**



Date: 4<sup>th</sup> September, 2024

## JOB VACANCIES ADVERTISEMENT

### BACKGROUND

The National Institute for Medical Research (NIMR) is a Parastatal Organization under the Ministry of Health established by an Act of Parliament 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 is looking for qualified, experienced, and well-motivated employees to fill the positions of **Library Officer II, Library Assistant, and Driver II** who will work at NIMR Headquarters, NIMR Amani, and NIMR Tanga Centres.

#### 1. POSITION: Library Officer (One Post).

**REPORTING TO:** Head of Research Information and Regulatory Affairs (NIMR Head Quarters).

### REQUIRED QUALIFICATIONS

Holder of a Bachelor's Degree in one of the following fields; Library studies, Librarianship, Library Information Studies, Documentation and Information Management or equivalent qualification from recognized Institutions.

### DUTIES AND RESPONSIBILITIES

- i. To organize and instruct the use of books in the Library and guidance in reading and research;
- ii. To coordinate all book selections, newspapers, periodicals, etc.;
- iii. To catalog and classify the new arrival as well as the backlog materials;

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*All official correspondences should be addressed to the Director General*

Headquarters: 3 Barack Obama Drive, P.O. Box 9653, 11101 Dar es Salaam, Tanzania,  
Phone: +255222121400, Email: [info@nimr.or.tz](mailto:info@nimr.or.tz), Website: [www.nimr.or.tz](http://www.nimr.or.tz)

NIMR Amani  
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NIMR Dodoma  
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Email: [tanga@nimr.or.tz](mailto:tanga@nimr.or.tz)

- iv. To issue and recall borrowed books
- v. To coordinate the ordering and accessing of documents; and
- vi. To perform any other relevant duties assigned by the supervisor.

#### **TERMS OF SERVICE:**

One-year contract which may be renewed based on performance and mutual agreement.

#### **DUTY STATION**

The successful candidate will be based at NIMR Headquarters, Dar es Salaam.

### **2. JOB POSITION: Library Assistant (One post).**

**REPORTING TO:** Centre Manager (NIMR Amani - Tanga)

#### **REQUIRED QUALIFICATIONS**

Holder of a Diploma in one of the following fields; Library studies, Librarianship, Library and Information Studies, Documentation and Information Management or equivalent qualification from recognized Institutions.

#### **DUTIES AND RESPONSIBILITIES**

- i. To assist in operating the NIMR Library;
- ii. To perform Library Clerical duties;
- iii. To carry out reader registration;
- iv. To provide general reading services such as issue systems, access to documentation, readers instruction, photocopying, and photographic services; and
- v. To perform any other relevant duties assigned by the supervisor.

#### **TERMS OF SERVICE:**

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 Amani Hill Research Station.

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### 3. POSITION: DRIVER – (Two Posts).

**REPORTING TO:** Centre Manager (NIMR Tanga)

#### REQUIRED QUALIFICATIONS

Holder of Secondary Education Certificate with two credit passes 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. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

#### DUTIES AND RESPONSIBILITIES

- (i) To make a requisition of fuel, refill the vehicles, and account for fuel consumption through the logbook;
- (ii) To drive the Institute's vehicles;
- (iii) To keep the vehicle under his/her custody clean and ensure safety;
- (iv) To Fill and maintain a vehicle log book for all movements;
- (v) To initiate maintenance of vehicles;
- (vi) To perform any other relevant duties assigned by the supervisor.

#### COMPENSATION

Remuneration to the successful candidates shall be paid as per NIMR Scales and payment guidelines

#### 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 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:

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**Email submissions are encouraged. Use the following email address:  
[dg\\_office@nimr.or.tz](mailto:dg_office@nimr.or.tz)**

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