



UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH

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) and became operational in 1980. NIMR-Mwanza Research Centre (MMRC) is one of the NIMR Centers located in Mwanza. The Centre is currently conducting research on HIV/AIDS, Tuberculosis, non-communicable diseases (NCDs) as well as other diseases of public health importance. On behalf of the Director General of the National Institute for Medical Research, the Centre Director of NIMR Mwanza is looking for the qualified, experienced and well-motivated personnel to fill the following vacant position whose duty station will be in Mwanza City.

1. JOB POSITION: PROJECT MANAGER (1 POST)

PROJECT TITLE: Evaluation of the Learning Initiative on Norms, Exploitation and Abuse (LINEA) Intervention.

JOB DESCRIPTION

REPORTING: The post holder will report to the Principal Investigator (PI)

The Project Manager will be responsible for the day-to-day supervision of the project. The post holder will be familiar with the evaluation of complex social interventions aiming to improve the lives of vulnerable families in Tanzania. This is an excellent opportunity to work on and contribute to be part of an international research team with wide policy and programming impact.

DUTIES AND RESPONSIBILITIES:

1. To assist the PI in developing the trial protocol, applying to ethics and pretesting and piloting of data collection tools;
2. To develop survey plans (including sampling strategies, consent procedures etc), timelines, and logistics required for data collection;
3. To provide oversight of operational studies, and continuously monitor the implementation of operation's activities, including to plan and supervise collection of all qualitative and quantitative data in Mwanza region and lead debriefing sessions;
4. To ensure that operational protocols are implemented and revise as needed, including supporting the development of data monitoring systems to track daily data collection performance and conduct quality checks to ensure quality data is collected;
5. To maintain compliance with NIMR and LSHTM policies and procedures regarding data management, data sharing, child protection as well as with ethics regulations;
6. To regularly communicate updates and troubleshooting challenges with PIs, including preparing progress reports.
7. To ensure that project deliverables, such as reports and financial statements, are submitted to donors and partners on time;
8. To hire, train, manage and supervise the local Data Officer and Research Assistants;

9. To participate in developing the capacity of junior staff, including training of local research enumerators and interviewers;
10. To coordinate meetings of the trial steering committee;
11. To support the PI in executing the research uptake strategic plan;
12. To liaise with the partner organizations and other local counterparts as necessary, maintaining communication with LSHTM and AGH teams;
13. To transmit and process data, including supporting qualitative and quantitative analysis of the data;
14. To draft and contribute to papers arising from this work; and
15. To perform any other related duties as may be assigned by the Supervisor.

QUALIFICATIONS AND EXPERIENCE:

1. A holder of Master's Degree in Public Health, Epidemiology, or a similar subject
2. At least 3 years of relevant work experience, preferably in research setting and data analysis;
3. Knowledge and experience in conducting randomized controlled trials;
4. A practical experience of project management and data collection;
5. Experience working in issues related to gender and/or adolescent sexual and reproductive health is preferred;
6. Proven managerial, organizational and report-writing skills;
7. Flexible, self-motivating, able to manage multiple tasks efficiently, and a team player;
8. Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices;
9. Excellent written and oral communication skills in both English and Kiswahili;
10. To work as part of a multidisciplinary research team in a multicultural environment;
11. Experience with Microsoft Word, Excel and PowerPoint;
12. Experience with electronic data collection platforms such as ODK, Survey CTO etc.

TERMS OF SERVICE: One (1) year contract which may be renewed annually based on performance and mutual agreement.

DUTY STATION: The successful candidate will be based at NIMR Mwanza Centre.

COMPENSATION: A competitive salary will be offered to the successful candidate as per project budget.

2. JOB POSITION: MEDICAL DOCTOR (1 POST)

REPORTING: The post holder will be reporting to the Centre Director

JOB DESCRIPTION: The Medical Doctor will be responsible with provision of general Medical services at NIMR Mwanza Health Centre.

DUTIES AND RESPONSIBILITIES:

1. To provide routine general medical services for in-patients and outpatients;
2. To provide word rounds and advice on appropriate medication;
3. To undertake patient consultations and physical examinations;
4. To organize workloads;
5. To perform surgical procedures;
6. To provide general preoperative and postoperative care;
7. To provide information to patients and families regarding diagnosis and treatment goals;

8. To monitor patient progress and response to therapies and/or treatments;
9. Maintaining patient records and accurate information;
10. Liaising daily with staff including other doctors, non-medical management staff, and healthcare professionals;
11. Managing departments, teaching, and supervising junior doctors;
12. to carry out research where necessary in areas of specialization and publish the results for consumption by other experts; and
13. To perform any other related duty assigned by the supervisor.

QUALIFICATIONS AND COMPETENCES:

1. Holder of Doctor of Medicine degree or equivalent qualifications from a recognized university;
2. Registered with the Medical Council of Tanganyika;
3. Hold an active license to practice; and
4. Three to four (3-4) years experience working as a general practitioner.

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

REPORTING: The post holder will be reporting to the Medical Officer in charge

DUTIES AND RESPONSIBILITIES:

1. To perform specified technical tasks and monitor activities of subordinates;
2. To ensure that reagents are prepared in good time;
3. To carry out laboratory procedures as required;
4. To prepare teaching materials and aids and participate in training;
5. To ensure that equipment in the laboratory is in working order by requesting regular servicing; and
6. 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 with at least four (4) years working experience in related field. The candidate must be registered with respective professional board.

4. JOB POSITION: TECHNOLOGIST (1 POST)

REPORTING: The post holder will be reporting to the Medical Officer in charge

DUTIES AND RESPONSIBILITIES:

1. To assist in routine Laboratory studies;
2. To assist superiors in conducting diagnostic tests;
3. To assist in field laboratory tests;
4. To assist collecting sample from the field;
5. To assist in preparation of laboratory reagents;
6. To assist in maintaining Laboratory equipment;
7. To assist keeping records for Laboratory investigations; and
8. To perform other relevant duties as may be assigned by the supervisor

QUALIFICATIONS AND COMPETENCES:

Holder of Diploma in one of the following fields: Medical Laboratory Sciences, Laboratory Science and Technology, Health Laboratory Technology or equivalent qualifications from a recognized institution. The candidate must be registered with respective professional board and an experience of at least three (3) years.

5. JOB POSITION: PHARMACIST (1 POST)**JOB DESCRIPTION:**

The candidate will be responsible for NIMR Mwanza's Health Centre Pharmacy.

REPORTING: The post holder will be reporting to the Medical Officer in charge

DUTIES AND RESPONSIBILITIES:

1. To keep drug records;
2. To issue medicine and medical supplies to patients;
3. To ensure proper use of medicines;
4. To compound drugs for hospital/research use;
5. To report adverse drug reaction;
6. To identify annual medical equipment and medicine requirement and prepare budget for it;
7. To verify drug quality, safety and effectiveness;
8. To request, store and distribute medical supplies;
9. To perform scientific research and use the findings to improve dispensing and use at the hospital; and
10. To perform any other relevant duties assigned by supervisor.

QUALIFICATIONS AND COMPETENCES:

Holder of Bachelor Degree in Pharmacy or equivalent qualifications from recognized institutions. Must have successfully completed one (1) year Internship and must be registered by the Pharmacy Council with at least four (4) years working experience in related field.

6. JOB POSITION: MEDICAL RECORDS ASSISTANT (1 POST)**JOB DESCRIPTION:**

The candidate will be responsible for the institute's medical records registration and storage of records at NIMR Mwanza Health Centre.

REPORTING:

The post holder will be reporting to the Medical Officer in Charge.

DUTIES AND RESPONSIBILITIES:

1. To receive and document patients' records at hospital reception;
2. Gathering patient demographic and personal information;
3. To register and receive booking appointments for patients to clinics and consultants;
4. Direct the patients on where to go for attention;
5. Filing and sorting Medical Insurance forms for patients;
6. To design and maintain a system for numbering, filing, storage and retrieval of patients files and other documents;
7. To maintain procedures for tracing misfiled and lost case-notes and other documents;

8. To facilitate availability of records and statistical data for carrying out research;
9. Transferring paper-based patient records to an electronic system;
10. Ensuring that all medical records are protected and kept confidential;
11. To ensure availability of required items including files, patient cards, continuation sheets, prescription forms, referral forms;
12. Ensuring patient charts, paperwork, and reports are completed in an accurate and timely manner;
13. Completing clerical duties, including answering phones, responding to emails, and processing patient admission and discharge records;
14. Ensuring that the medical records are organized, accurate and complete;
15. Issuing medical files to persons and agencies according to laws and regulations;
16. Helping with departmental audits and investigations;
17. Distributing medical charts to the appropriate departments of the hospital;
18. To prepare health records and reports;
19. To supervise quarterly and yearly squeezing of files into shelves; and
20. To perform any other duties related to his/her work as assigned by his/her superior and any other related authority of the institute.

QUALIFICATIONS AND COMPETENCES:

1. Ordinary Diploma in Health Records (NTA Level 6) or equivalent qualification from a recognized Institution and must have computer skills with at least three (3) years work experience in the related position;
2. Strong data entry skills;
3. Excellent verbal and written communication skills;
4. Attention to detail to ensure accuracy;
5. Familiarity with medical terminology;
6. Basic computer skills for organizing and access electronic health records; and
7. Good time management skills;

TERMS OF EMPLOYMENT FOR ALL POSTS:

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

DUTY STATION:

The successful candidate will be based at NIMR-Mwanza centre.

COMPENSATION:

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

MODE OF APPLICATION

All applications should be enclosed with certified copies of relevant certificates and detailed curriculum vitae;

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.

All applications should be addressed to;

**Centre Director,
NIMR Mwanza Centre,
P. O. Box 1462,
MWANZA, TANZANIA.**