

VACANCY ANNOUNCEMENT

Job Summary

Position: Administrative Assistant
Reports To: Project Manager
Work Station: Bagamoyo
Apply By: 27th February 2024

Institute Overview

Ifakara Health Institute (IHI) is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

Position Summary

The administrative Assistant will be responsible for all day-to-day administrative and human resources-related activities in the division including reporting, logistics, and procurement activities.

Duties and Responsibilities

- Perform day-to-day follow-ups to ensure the actual implementation of new programs under the research division.
- Coordinate and manage imprest request and retirement for project staff
- Coordinate with other administrators to ensure smooth flow of activities and that all the projects get the support they need.
- Administrative Support i.e. Photographing, Scanning and printing if needed
- Preparation for and providing logistical support to ensure the success of all major scientific meetings conducted internally.
- Coordinate the development of quarterly scientific reports from the research division, and ensure effective communication of the same with all scientists.
- Scan, file, mail and populate the required documents accordingly.
- Ensure participant privacy and confidentiality are maintained
- Ensuring patient compensation and transportation of Schedule and Unscheduled Visit
- Cooperate with all Facility staff.
- Performs any related duties as requested.

Qualification and Experience

- Diploma in Public/Business Administration/Sociology or any related field
- Should be computer literate with basic managerial skills.
- The applicant must have 1-year experience in clinical research

Skills and Competencies

- A team player with excellent written and oral communication skills.
- Capable of using a computerized management system.
- Capable of multitasking while remaining enthusiastic, diplomatic and welcoming.

Ifakara Branch

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Bagamoyo Branch

Off Chuguni Road
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- Flexible, open to change and supportive of others, and with good interpersonal and organizational skills.

Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

Equal Opportunity

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Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **17:00hrs on Tuesday, February 27, 2024**. All e-mail application subject lines should include: **Administrative Assistant – DYNAMIA Study. Only shortlisted applicants will be contacted for interview.**

Human Resources Manager
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VACANCY ANNOUNCEMENT

Job Summary

Position: Data Officer
Reports To: Project Manager
Work Station: Bagamoyo
Apply By: 27th February 2024

Institute Overview

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Position Summary

The Data Officer will be responsible for overseeing and managing data from the initial design phase through to the final delivery of project datasets to the sponsor. His/her will leverage technical expertise to ensure the efficient, accurate, and timely execution of trial data, meeting the sponsor's expectations.

Duties and Responsibilities

- Develop a comprehensive data management plan (DMP) to define the data collection and processing workflow.
- Oversee and mentor data clerks and officers, providing necessary training.
- Create source documents and case report forms (CRFs) for the study.
- Develop and maintain the study's Electronic Data Capture (EDC) system and clinical trial database.
- Perform QA/QC of CRFs and ensure competency at all QC levels.
- Communicate effectively with the project manager regarding QC, supplies, CRF updates, and changes.
- Spearhead the analysis and resolution of data queries.
- Organize eligibility meetings, track participant status, and provide daily reports.
- Develop and maintain data-related SOPs and manuals.
- Assist staff in data management, CRF, and EDC usage.
- Maintain data supplies inventory and oversee archival procedures for all study data.
- Ensure confidentiality and secure storage of participant identifying materials.
- Provide regular QA/QC reports.
- Generate and deliver weekly data reports.
- Review CRFs, specify checks, and perform validation.
- Conduct regular audits and assessments to ensure compliance with regulatory requirements, standard operating procedures, and best practices.
- Implement corrective actions as needed to address quality issues and prevent recurrence.
- Ensure compliance with study protocols, and safeguard the rights, safety, and welfare of study volunteers.

Qualification and Experience

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- Minimum of a bachelor's degree in Statistics/Applied Statistics/Biostatistics/Computer Science.
- At least two (2) years of experience in data management or related roles within a clinical research setting.

Skills and Competencies

- Proficiency in statistical packages such as Stata, SPSS, R, and SAS.
- Familiarity with the entire data management cycle.
- Basic IT skills, including software installations, printer setups, and troubleshooting.
- Working knowledge of Good Clinical Practices, clinical research, clinical trial processes, and relevant regulatory requirements.
- Familiarity with clinical database applications (EDC, CTMS) and data management databases (MS Access, Excel SQL, or Visual Basics).
- Problem-solving and troubleshooting experience.
- Excellent written, verbal, and organizational skills.
- Detail-oriented and self-motivated.
- Willingness to take on additional projects and work overtime when necessary.

Remuneration

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Equal Opportunity

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VACANCY ANNOUNCEMENT

Job Summary

Position: Assistant Nursing Officer
Reports To: Study Coordinator
Work Station: Bagamoyo
Apply By: 27th February 2024

Institute Overview

Ifakara Health Institute (IHI) is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

Position Summary

The Assistant Nursing Officer will play a key role in providing research nursing services, day-to-day planning, and execution of clinical study activities, and act as a team player for a clinical study team consisting of research nurses and study physicians.

Duties and Responsibilities

- Participate and contribute in the design of data collection tools such as source documents and case report forms.
- Educate volunteers on the study by using approved study information tools.
- Obtain informed consent from the study participants or their parents/guardians.
- Performs and document vital sign and anthropometry assessment.
- Collect and label blood, serum, urine and other specimens from study participants for analyses as described in the protocol or as requested by study clinicians.
- Assist senior study nurse in developing work flow procedures and duty roster during clinical trial implementation
- Give counsel to volunteers with respect to medical conditions and provides appropriate guidance related to research activities, Collect and document data as defined in the study protocols.
- Assess patient needs in order to diagnose, plan and implement appropriate nursing care for participants in clinical trials in accordance to the treatment guidelines.
- Take patients' vital signs. Serve and/or feed patients if needed.
- Ensure all study participants are aware of their rights and have signed consent forms.
- To maintain relevant medical records on participants, treatment etc. as may be required
- Performs other Nursing and Midwife.
- Proven experience in working in Facility setting.

Qualification and Experience

- Diploma in Nursing and Midwifery.
- Proven experience in working in facility settings.
- Enrolled and allowed to practice as EN by the TNMC

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VACANCY ANNOUNCEMENT

Skills and Competencies

- Proficient IV and phlebotomy skills.
- Excellent diagnostic skills, Fine manual dexterity for repetitive task.
- Attentive to detail with strong follow through ability
- Proactive and confident with strong ethics, Ability to multi task and meet deadlines.
- Able and willing to take and follow instruction and to learn
- Ability to work with minimal supervision, Strong organizational skills and Hard Working.
- Strong interpersonal and communication skills (oral and written)
- Team worker, able to work in a multi-cultural environment, punctual and high integrity
- Well groomed; neat and clean appearance.
- Experience with computer programs at least intermediate level with Microsoft Office products.
- Excellent customer service and communication skills and Able to work flexible hours including weekends.
- Performs other duties as assigned by Study Coordinator, the Project Leader and other supervisors.

Remuneration

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Mode of Application

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The **deadline** for this application is **17:00hrs on Tuesday, February 27, 2024**. All e-mail application subject lines should include: **Assistant Nursing Officer – RVF DDVax. Only shortlisted applicants will be contacted for interview**

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VACANCY ANNOUNCEMENT

Job Summary

Position: Clinical Officer (2)
Reports To: Project Leader
Work Station: Bagamoyo
Apply By: 27th February 2024

Institute Overview

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Position Summary

The clinical Officer will be responsible for supervising and supporting the clinical activities of the project.

Duties and Responsibilities

- Treat patients according to National Guidelines for Clinical Management, Standard Treatment Guidelines and Local guidelines
- To review laboratory results and resolve queries related to data collected.
- To attend internal and external meeting conducted at facility during study conduct.
- To attend two Departmental Meeting in each financial year.
- To participate in the development of study standard operating procedure and study documents.
- To recruit, follow up as study scheduled as specified by each protocol and SOPs.
- To ensure that protocol standard operating procedures and all related study documents are well communicated and duly followed by all personnel involved in the trial.
- To ensure that all ethical concerns in the protocols approved by the review board are duly followed in the trial.
- Supervise study procedure and ensure that all are done well as per approved protocol ICH Guidelines and relevant local regulation (National Institute of Medical Research and Tanzania Food and Drug Authority).
- To work in professional and ethical manner accountability and integrity.
- To attend community sensitization meeting to recruit study volunteer.
- Carry out additional duties as assigned by project leader.

Qualification and Experience

- Diploma in clinical medicine
- At least one year of working experience.

Skills and Competencies

- Time management to establish priorities and planning the project timelines.
- Knowledge of good clinical practice (GCP).

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VACANCY ANNOUNCEMENT

- Excellent computer skills.
- Self-motivated individual who is able to work with minimal supervision.
- Effective team work.
- Effective communication, collaborative and problem-solving skills.
- Able to meet deadlines.
- Good oral communications in English and Swahili.
- Adhere to IHI core values (Transparency, Accountability, Respect, Integrity and Initiative).

Remuneration

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Equal Opportunity

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Mode of Application

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Job Summary

Position: Assistant Nursing Officer
Reports To: Project Leader
Work Station: Bagamoyo
Apply By: 27th February 2024

Institute Overview

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Position Summary

The Assistant Nursing Officer will be responsible for playing a key role in providing research nursing services, day-to-day planning and execution of clinical study activities, and acting as a team player for a clinical study team consisting of research nurses and study physicians.

Duties and Responsibilities

- Participate and contribute in the design of data collection tools such as source documents and case report forms.
- Educate volunteers on the study by using approved study information tools.
- Obtain informed consent from the study participants or their parents/guardians.
- Performs and document vital sign and anthropometry assessment.
- Collect and label blood, serum, urine and other specimens from study participants for analyses as described in the protocol or as requested by study clinicians.
- Assist senior study nurse in developing work flow procedures and duty roster during clinical trial implementation
- Give counsel to volunteers with respect to medical conditions and provides appropriate guidance related to research activities, Collect and document data as defined in the study protocols.
- Assess patient needs in order to diagnose, plan and implement appropriate nursing care for participants in clinical trials in accordance to the treatment guidelines.
- Take patients' vital signs. Serve and/or feed patients if needed.
- Ensure all study participants are aware of their rights and have signed consent forms.
- To maintain relevant medical records on participants, treatment etc. as may be required
- Performs other duties as assigned by Study Coordinator and Project Leader.

Qualification and Experience

- At least Diploma in Nursing and Midwife.
- Proven experience in working in Facility setting.

Skills and Competencies

- Proficient IV and phlebotomy skills.

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VACANCY ANNOUNCEMENT

- Excellent diagnostic skills, Fine manual dexterity for repetitive task.
- Attentive to detail with strong follow through ability
- Proactive and confident with strong ethics, Ability to multi task and meet deadlines.
- Able and willing to take and follow instruction and to learn
- Ability to work with minimal supervision, Strong organizational skills and Hard Working.
- Strong interpersonal and communication skills (oral and written)
- Team worker, able to work in a multi-cultural environment, punctual and high integrity
- Well groomed; neat and clean appearance.
- Experience with computer programs at least intermediate level with Microsoft Office products.
- Excellent customer service and communication skills and Able to work flexible hours including weekends.

Remuneration

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Mode of Application

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The **deadline** for this application is **17:00hrs on Tuesday, February 27, 2024**. All e-mail application subject lines should include: **Assistant Nursing Officer – VAC078. Only shortlisted applicants will be contacted for interview**

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VACANCY ANNOUNCEMENT

Job Summary

Position: Clinical Officer
Reports To: Project Leader
Work Station: Bagamoyo
Apply By: 27th February 2024

Institute Overview

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Position Summary

The Clinical Officer will be responsible for delivering high-quality medical care within established protocols and standards in clinical trial facility.

Duties and Responsibilities

- Treat patients according to National Guidelines for Clinical Management, Standard Treatment Guidelines and Local guidelines
- To review laboratory results and resolve queries related to data collected.
- To attend internal and external meeting conducted at facility during study conduct.
- To attend two Departmental Meeting in each financial year.
- To participate in the development of study standard operating procedure and study documents.
- To recruit, follow up as study scheduled as specified by each protocol and SOPs.
- To ensure that protocol standard operating procedures and all related study documents are well communicated and duly followed by all personnel involved in the trial.
- To ensure that all ethical concerns in the protocols approved by the review board are duly followed in the trial.
- Supervise study procedure and ensure that all are done well as per approved protocol ICH Guidelines and relevant local regulation (National Institute of Medical Research and Tanzania Food and Drug Authority).
- To work in professional and ethical manner accountability and integrity.
- To attend community sensitization meeting to recruit study volunteer.
- Carry out additional duties as assigned by project leader

Qualification and Experience

- Diploma in clinical medicine
- At least one year of working experience

Skills and Competencies

- Time management to establish priorities and planning the project timelines.
- Knowledge of good clinical practice (GCP).

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VACANCY ANNOUNCEMENT

- Excellent computer skills.
- Self-motivated individual who is able to work with minimal supervision.
- Effective team work. Effective communication, collaborative and problem-solving skills.
- Able to meet deadlines.
- Good oral communications in English and Swahili.
- Adhere to IHI core values (Transparency, Accountability, Respect, Integrity and Initiative).

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VACANCY ANNOUNCEMENT

Job Summary

Position: Pharmaceutical Technician – Intern
Reports To: Project Leader
Work Station: Bagamoyo
Apply By: 27th February 2024

Institute Overview

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Position Summary

Pharmaceutical Technician will be responsible for handling all clinical trial pharmaceutical matters (drug and vaccine) as assigned by the senior pharmacists and Project Leader.

Duties and Responsibilities

- Conduct drugs and vaccine (investigational medicinal product) accountability
- Study drugs Storage and dispensing
- Study drugs/vaccine Preparation and administration
- Trainings on study drug/vaccine handling to other staffs
- Monitor study drug/vaccine supplies
- Study drugs/vaccine Importation
- Study drugs/vaccine Disposal
- Export and Import permit application and follow-up
- Protocol implementation.
- Carry out additional duties as assigned by project leader.

Qualification and Experience

- Diploma in Pharmacy
- Must have Pharmaceutical license

Skills and Competencies

- Formulation-Medicines and vaccines
- Dispensing
- Cold chain management
- Time management to establish priorities and planning the project timelines.
- Knowledge of good clinical practice (GCP).
- Excellent computer skills.
- Self-motivated individual who is able to work with minimal supervision.
- Effective team work.
- Effective communication, collaborative and problem-solving skills.

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VACANCY ANNOUNCEMENT

- Able to meet deadlines.

Remuneration

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