

## NATIONAL INSTITUTE FOR MEDICAL RESEARCH



### INTERNAL JOB VACANCIES

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 of Health Research in Tanzania. NIMR in collaboration with the German Federal Ministry of Education and Research will be implementing a research Project titled *Tackling Obstacles for Elimination of Lymphatic Filariasis (BMBF TAKEOFF) Consortium*. The Institute is internally looking for well trained, competent and self-motivated person to fill the positions of **Project Coordinator** or **Project Driver**.

#### PROJECT COORDINATOR

**Job Location:** Dar es Salaam

**Reports to:** Project Principal Investigator (PI)

The Project Coordinator will be responsible for the day to day technical and administrative functions of the project, ensuring that policies and procedures are adhered to meet both NIMR and donor requirements. Specifically, he/she will be responsible for the field and laboratory work coordination linked to the following project areas:

- Studying the interactions between HIV and LF in selected communities.
- Establishing a Filariasis Clinical Trial and Research Platform (F-CuRE)
- Establishment of all projects Standard Operating Procedures
- Supervision of clinical trials in the use macrofilaricide
- Coordinate the use of short-messages (sms) in patient identification and mapping

#### Specific duties and responsibilities:

- Under the guidance of the PI, take a lead in development and implementation of the work plan.
- Take a lead in facilitating development of district specific work plans and budgets.
- Prepare monthly reports for the Consortium and forward them to GIZ and NIMR
- To ensure that the project is implemented as per donor's rules and requirements
- To ensure that field team submits reports and areas that need actions are communicated to respective persons/organs.
- Update the NIMR and Consortium both on technical and financial matters related to the project.
- Keep project record, documents, reports and other instruments in that are accessible by relevant authorities.
- Provide technical inputs to ensure that districts are well informed on the project progress.
- Other duties which will be assigned to him/her by the PI and consortium.

#### Qualification, Education, work experience and Knowledge.

**Education:** Graduate in Medicine with MSc in Molecular Biology, Tropical Medicine or Public Health.

**Experience:** At least one year in research management and /or Laboratory sciences.

- Experience in Tropical Medicine/ Public Health/Clinical trial/ Molecular Biology techniques.
- Knowledge of computer applications and management including internet, navigation, data analytics, packages, Microsoft Word, excel, and publisher.

**Competence and skills:** Good analytical skills, negotiation, communication and advocacy

- Proven ability to conceptualise, develop plan and manage programmes, as well as well as transfer knowledge and skills
- Good Teamwork capabilities.

## **DRIVER**

**Job Location:** Dar es Salaam

**Reports to:** Head Driver

### **Duties and responsibilities:**

- Driving project vehicles as directed, and performs basic maintenance procedures to ensure the longest working life possible for these vehicles.
- Keeping track of maintenance record of vehicles to ensure that service schedules are adhered to and remind the employer in advance when vehicle service is due.
- Deliver parcels, letters and other relevant items to office and business as appropriate and while on safari when directed.
- Drive long distance when required and adhere with traffic rules and regulations.
- Keep vehicle logbooks and present to authorised officer for audit when required.
- Ensure necessary steps are taken as requires by rules and regulations in case of involvement in an accident.
- Ensure that the vehicle is always clean and in good order and all the documentation e.g. Insurance, road license, etc. are up to date
- Ensure vehicle is kept secure all at all times
- Ensure vehicle is given regular /day to day maintenance checks: check oil, battery, brakes, tyres, etc.
- Perform minor repairs and arrange for other repairs, prepare vehicle spare parts inventory.
- Prepare and submit vehicle monitoring report, including records of vehicle operations, maintenance, mileage, at the end of each month.
- Carrying out any other duties as assigned by his/her immediate supervisors.

### **Qualification and Experience:**

- Must have at least Form IV education
- Must have at least Advanced Driver's Certificate Grade Two from the National Institute of Transport or Vocational Education Training Authority
- Must have a valid driver's license of C1 level
- Should have at least 5 years' experience with good driving record with no major accident in the past 3 years

## **TERMS OF EMPLOYMENT**

One-year contract (renewable on mutual agreement).

## **SALARY**

An attractive package will be given for qualified candidates

## **MODE OF APPLICATION**

Application letters accompanied by typed curriculum vitae, Certified copies of academic certificates, three names of referees, current postal address, phone number and email address should reach the undersigned within 14 days from the first advertisement. Only successful candidates will be contacted.

Director General,  
National Institute for Medical Research  
3 Barack Obama Drive  
P.O Box 9653  
11101 Dar es Salaam, Tanzania

Applications may also be submitted as an email attachment to [carrier@nimr.or.tz](mailto:carrier@nimr.or.tz). Such applications must be accompanied by a signed scanned letter, the original of which will be required to be produced at the time of interview.