

NATIONAL INSTITUTE FOR MEDICAL RESEARCH



INTERNAL JOB VACANCY

CENTRE DIRECTOR

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 medical research in Tanzania. The Institute is looking for a well-trained, competent and self-motivated personnel to fill the following vacant position:

1. Centre Director 1 Post

Duty Station: Mwanza

Qualifications and Experience:

- 1) A PhD in health related subjects.
- 2) Excellent record and extensive experience in research at a senior level position.
- 3) At least 17 scientific publications in peer reviewed and reputable journals after attaining PhD degree.
- 4) Extensive knowledge and experience of National Institute for Medical Research system and management will have an added advantage.
- 5) Experience in research leadership, project management and administration.
- 6) Previous working experience in research activities at the level of Director or Head of Station / Department.
- 7) Proven experience in leading others, supporting and motivating staff and teams.

Duties and Responsibilities:

- Shall be the Scientific and Administrative head of the respective Centre and as such shall be responsible to the Director General.
- Promote excellence in research programmes of the Centre.
- Provide leadership and guide the Centre with respect to research by setting goals and standards, by supporting initiatives and new directions and by personal example.
- Co-ordinate research commitments in consultation with Heads/Coordinators of Research Departments/ Programmes.

- Identify Centre research agenda and set priorities in consultation with Coordinating Directorates, Centre Research departments and staff.
- Plan for future of the Centre with regard to new research programmes, and be actively involved in mobilizing resources to realize the plans.
- Responsible for coordination of efficient and effective implementation of decisions and directives of the NIMR Management and Council.
- Prepare and submit to NIMR Headquarters Quarterly and Annual Research, Administrative, Management and Financial Budget and reports in relation to the Centre functions.
- Monitor Centre expenditure to ensure that the plan and budget abide by NIMR's Financial Regulations.
- Coordinate and oversee implementation of performance management system of the Centre as per NIMR policies, rules and regulations.

Tenure: Three years, renewable upon successful performance.

Mode of Application:

Application letters accompanied by typed curriculum vitae, certified copies of currently awarded academic certificates (if any), names of THREE referees, current postal address, telephone number and e-mail 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.

On-line submission are encouraged: carrier@nimr.or.tz copied to dg_office@nimr.or.tz