

NATIONAL INSTITUTE FOR MEDICAL RESEARCH



INTERNAL JOB VACANCIES

National Institute for Medical Research is a Parastatal Organization under the Ministry of Health, Community Development, Gender, Elderly and Children. The Institute is mandated to carry out, control, coordinate, register, monitor, evaluate and promote health research in Tanzania. The Institute is looking for qualified, competent and self-motivated personnel to fill the following posts at NIMR HQ in Dar es Salaam and NIMR Mbeya.

1. DIRECTOR OF RESEARCH CO-ORDINATION AND PROMOTION - 1 POST

Responsible to: Director General

Duty Station: NIMR Headquarters

Qualifications and Experience:

- A PhD in health related subjects;
- Excellent record and extensive experience in research at a senior level;
- Extensive knowledge and experience of NIMR System and Management will be an added advantage;
- Publications: At least eighteen scientific publications in peer reviewed journals (First Author in at least five of them);
- Previous working experience in research activities at the level of Director or Head of Station/Department;
- Proven experience in leading, supporting, mentoring and motivating staff/teams and others;
- Experience in research leadership, project management and administration; and
- Proven ability in resource mobilization.

Skills and Abilities:

- To interpret and promote NIMR's research priorities; and
- To influence, persuade and build research coalitions and networks.

Duties and Responsibilities

- Coordinate all research activities at NIMR;

- Coordinate development and periodical review of NIMR research policy and submission to NIMR Management and Council for approval, and Government for adoption and funding;
- Assist Centres in soliciting for research opportunities/resources from the Government, Private sector and Development Partners to facilitate the execution of major scientific research projects;
- Coordinate in collaboration with Director of Finance preparation of research budget of NIMR for all Centers;
- Facilitate dissemination of major research findings that may inform policy developments and practice;
- Provide leadership to senior management team responsible for research functions of NIMR and ensure that each performs to expected level of excellence;
- Provide leadership in monitoring, regulating and registration of health research carried out in Tanzania;
- Coordinate and oversee implementation of performance management system for the Directorate as per NIMR policies, rules and regulations;
- Chief advisor to the Director General on all matters related to health research; and
- Carry out all other functions as may from time to time be assigned to him/her by the Director General.

2. CENTRE DIRECTOR - 1 POST

Responsible to: Director General

Duty Station: Mbeya Medical Research Centre

Qualifications and Experience

- A PhD in health related subjects;
- Excellent record and extensive experience in research at a senior level;
- Extensive knowledge and experience of NIMR System and Management will be an added advantage;
- Publications: At least seventeen scientific publications in peer reviewed journals (First Author in at least five of them);
- Previous working experience in research activities at the level of Director or Head of Station/Department;
- Proven experience in leading, supporting, mentoring and motivating staff/teams and others
- Experience in research leadership, project management and administration; and
- Proven ability in resource mobilization.

Duties and Responsibilities

- Shall be the Scientific and Administrative head of the 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 programme units;
- Identify Centre research agenda and set priorities in consultation with coordinating Directors, Centre research departments/units 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 HQ quarterly and annual research, administrative, management, financial and budget reports in relation to the Centre functions;
- Monitor the Centre expenditure to ensure that the plan and budget abide by NIMR's Financial/Staff regulations and other statutory requirements;
- Coordinate and oversee implementation of performance management system of the Centre as per NIMR policies, rules and regulations; and
- Carry out all other functions as may from time to time be assigned to him/her by the Director General.

3. **TENURE:-** Three Years, renewable subject to successful performance.

4. **REMUNERATION:-** In addition to Salary the successful applicant will be entitled to benefits bestowed to the position.

5. **MODE OF APPLICATION**

Application letters accompanied by typed Curriculum vitae, Certified copies of academic and other relevant Certificates, Names & addresses of at least three reputable referees, applicant current postal address, phone numbers and E-mail address, should reach the undersigned within 14 days from the first date of this 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: career@nimr.or.tz copied to dg_office@nimr.or.tz