



NATIONAL INSTITUTE FOR MEDICAL RESEARCH

MUHIMBILI MEDICAL RESEARCH CENTRE

EMPLOYMENT OPPORTUNITY

Background:

The National Institute for Medical Research (NIMR) is a Parastatal Organization established by the Act Parliament No. 23 of 1979 and became operational in 1980. The National Institute for Medical Research (NIMR) Muhimbili Medical Research Centre in collaboration with Amsterdam Institute for Global Health and Development (AIGHD) and Doctors for Africa CUAMM is looking for a full time qualified Tanzanian to fill a post of Project Coordinator who will work 100% in a project aiming at **Improving TB case detection**. The main roles of the post holder include to lead and coordinate all project implementation related activities.

On behalf of the Director General of the National Institute for Medical Research, the Centre Director of Muhimbili Medical Research Centre wishes to advertise the following post which is required to be filled with highly motivated and competent Tanzanian Doctor on contract basis for a period of one year with possibility of renewal.

POSITION: PROJECT COORDINATOR

REPORTS TO: Project team leader at CUAMM and NIMR – Muhimbili Medical Research Centre

DUTY STATION: SHINYANGA

OVERALL GOAL OF THE JOB

The overarching objective of the assignment is to provide operational and technical support to the study Principal Investigator (Pi) and Co-Pi and other project team members to ensure efficient planning, programming, and monitoring of project activities. NIMR now invites applications from suitable, qualified and experienced persons to fill the following available vacancy.

JOB SPECIFIC RESPONSIBILITIES WILL INCLUDE:

1. On daily activities in the field will be reporting to Dr. Bortolani of CUAMM
2. Day to day responsibility for implementation and oversight of TB testing project
3. Head of TB testing team(s):
 - a. Logistical and administrative responsibility
 - b. Training (in procedures for TB screening, sample taking, data collection)
 - c. Daily supervision
 - d. Oversight of data collection in the field
4. Daily coordination with HIV testing team
5. Collaborate closely with head of CUAMM HIV testing teams in Bugisi and Ngokolo
6. Establish links and collaborate with national TB programme (district focal person and link to regional and national level), both strategic and day-to-day (ensuring linkage to care)
7. Organization of TB testing (to be done during outreach campaigns): responsibility for all logistics, authorizations, sensitization materials, supply chain of all materials, coordination with laboratory, collection and transport of samples, laboratory evaluation of samples, data collection (in field and in laboratory)
8. Coordination and follow-up of results of TB testing, communication to clients and linkage to TB care (and NTLP)
9. Data entry of results of Xpert testing, communication to clients and linkage to care
10. QA/QC of laboratory TB testing
11. Contribute to general training of CUAMM facility staff members (in liaison with Dr. Bortolani)
12. Contribute to medical care provided in facility (in liaison with Dr. Bortolani)
13. Attend weekly meetings with supervisors in Dar es Salaam, CUAMM and the Netherlands
14. Attend CUAMM Shinyanga meetings, as requested by Dr. Bortolani
15. Contribute to report writing

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Minimum Qualifications and Experience:

Doctor of Medicine degree, and at least two years experience of working with TB and HIV related projects and research. Experience in working with a research institution will be an added advantage.

The candidate must have:

Experience in project management and/or research is preferable.

1. Experience in TB and HIV care in Tanzania, preferably in a rural area.

2. Self-motivated with the ability to prioritize, meet deadlines, and manage changing priorities; Proven ability to be flexible and work hard, both independently and in a team environment, in a high pressure on-call environment with changing priorities.
3. Willingness to work outside of normal business hours without extra duty allowances.
4. Excellent English oral and written communication skills.

Desired Skills:

- Demonstrated ability to excel in a multi-tasked team environment and to work independently with minimal supervision.
- Demonstrated ability to handle working relationships with senior officials and technical experts in Government and NGOs.
- Outstanding verbal and written communication skills in English.
- Strong quantitative and organizational skills.
- Proficient in computer applications and database management

Deliverables:

- Monthly activity reports summarizing status of action plans agreed upon.
- Quarterly project progress reports as required under the project.
- Agendas for missions, minutes of meetings, list of key persons working on the project.

Compensation:

- A competitive stipend will be offered as per Government of Tanzania regulations

Deadline for application

The deadline for application is two weeks from the first date of this advertisement.

Mode of Applications

All applications should be enclosed with verified photocopies 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 advertisement to the **address below**. Applicants are also reminded to indicate all contact information necessary with which information can reach them easily. **Only shortlisted applicants will be notified. In case you do not hear from us in two weeks time after the closing date consider yourself unsuccessful.**

The Centre Director

National Institute for Medical Research

Muhimbili Medical Research Centre

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