NIMR MBEYA MEDICAL RESEARCH CENTRE (NIMR MMRC)

JOB OPPORTUNITIES

23rd September 2019

NIMR Mbeya Medical Research Centre (MMRC) is one of the NIMR centres located in Mbeya within the Mbeya Zonal Referral Hospital compound. The Centre is currently conducting research on HIV/AIDS, Tuberculosis, NCDs as well as other diseases of public health importance. NIMR Mbeya Medical Research Centre is looking for qualified, experienced and motivated persons to fill the below vacant positions whose duty station will be in Mbeya City:

1. JOB POSITION: CLINICAL PROJECT MANAGER (1 POST)

JOB DESCRIPTION:

Shall be responsible for the management of all aspects of Clinical Trial Team activities for assigned project(s) with respect to development of protocol related documents, project plans, trial budget and timeline management, quality standards, risk mitigation etc. Furthermore will be responsible for conducting and disseminating scientifically and ethically sound health research that addresses the national health priorities to alleviate health problems for scientific advancement and human wellbeing.

RESPONSIBILITIES:

a) Participate in developing sound and fundable research proposals to attract research funding.
b) Ensure timely submission of study proposal to the relevant ethical and regulatory review boards for approval.
c) Proactively manage project level operational aspects of Clinical Trial Team including management of trial timeline, budget, resources and vendors.
d) Provide efficient updates on trial progress to the head of department and/or Centre Director, with respect to project plans, trial budget and timeline management, quality standards and risk mitigation.
e) Lead sponsor study startup processes, including but not limited to conduct of the trial kick-off meetings, the set-up of trial master file (TMF), site selection and finalization of site Clinical Trial protocols, Agreements and budgets.
f) Ensure effective project plans are in place and operational for each trial and work proactively with the Clinical Trial Team to set priorities in accordance with applicable project plans, company standard operational procedures (SOPs), ICH/GCP guidelines and regulatory requirements.
g) Ensure potential study risks are escalated to the attention of the head of department and Centre Director when appropriate.

h) Review and approve site visit reports; ensure tracking, follow up and resolution of site issues have been completed in a timely manner.
i) Ensure all project level study documentation is filed in the TMF in accordance with site SOPs/all regulatory requirements and provide oversight to the Clinical Trial Team regarding TMF filing, maintenance and archival procedures
j) Effectively provide support to head of department and Centre Director in the conduct of the trials including preparation of various reports.
k) Training, coaching and mentoring new staff, young scientists, research fellows and interns.
l) Participate in departmental and centre/directorate administrative and scientific meetings.
m) Participate in appraising performance of his/her subordinates.
n) To participate in conducting approved health researches (Data collection, analysis and report writing).
o) To disseminate research findings in different formats including but not limited to publishing in peer reviewed journals, scientific conferences etc.
p) Participate in engagement and collaboration with public and private sectors in the health researches for scientific advancement and improvement of human and social wellbeing.
q) Participate in local and international scientific forums for exchange and sharing health research information and networking.
r) Participate in developing and delivering tailor made courses related to his/her area of expertise.
s) Any other duties that may be assigned by the leadership from time to time.

QUALIFICATIONS

- Medical Doctor with PhD from a recognized University.
- A minimum of 4 years working experience in the Medical Research settings.
- Must be a Tanzanian with not more than 45 years of age.
- Must have a thorough knowledge of clinical research concepts, practices, and regulatory and ICH Guidelines regarding drug or vaccine development phases, clinical research and data management methods.

COMPETENCIES:

- Team player with high integrity.
- Read, write and speak fluent English and Kiswahili; excellent verbal and written communication skills.
- Analytical and decision making skills.
- Able to work under pressure and multi-tasking setting.
- Ability to work under minimal supervision.
- Good Command on Microsoft office application software

2. JOB POSITION: MEDICAL DOCTOR (5 POSTS)

JOB DESCRIPTION

Shall be responsible in conducting and disseminating scientifically and ethically sound health research that addresses the national health priorities to alleviate health problems for scientific advancement and human wellbeing.

RESPONSIBILITIES:

a) Participate in developing sound and fundable research proposals to attract research funding.
b) Ensure timely submission of study proposal to the relevant ethical and regulatory review boards for approval.
c) Participate in conducting approved health researches (Data collection, analysis and report writing).
d) Provide supervisory clinical management of adverse events among the study participants, Management of patients receiving Investigational Medicinal Product (IMP) or new Diagnostics in various research Projects.
e) Disseminate research findings in different formats including but not limited to publishing in peer reviewed journals, scientific conferences etc.
f) Participate in engagement and collaboration with public and private sectors in the health researches for scientific advancement and improvement of human and social wellbeing.
g) Participate in local and international scientific forums for exchange and sharing health research information and networking.
h) Participate in developing and delivering tailor made courses related to his/her area of expertise.
i) Participate in departmental and centre/directorate administrative and scientific meetings.
j) Participate in appraising performance of his/her subordinates.
k) Timely prepare and submit quarterly and annual reports.
l) Participate in review and development of the institute strategic plan, budgeting and setting of national health research priorities.
m) Any other duties that may be assigned by immediate supervisor from time to time.

QUALIFICATIONS

- Qualified Medical Doctor from a recognized University
- Valid professional license from the Medical Council of Tanganyika (MCT).
- Must have a thorough knowledge of clinical research concepts, practices, and regulatory and ICH Guidelines regarding drug development phases, clinical research and data management methods.
- At least one year working experience in clinical trial setting.
- Good command of Microsoft Office software.

COMPETENCIES:

- Team player with high integrity.
- Read, write and speak fluent English and Kiswahili; excellent verbal and written communication skills.
- Analytical and decision making skills.
- Able to work under pressure and multi-tasking setting.
- Ability to work under minimal supervision.
- The applicant should be a Tanzanian below 35 years old.

3. JOB POSITION: NURSE OFFICER (3 POSTS)

JOB DESCRIPTION

Shall be responsible for locating and assessing suitable clinical test subject and to organize, oversee, or assist in clinical trials, involving new medications or treatment methods.

RESPONSIBILITIES

a) Participate in conducting approved health researches (Data collection, analysis and report writing);
b) Examine patients' medical histories as well as their physical health and make a decision as to which patients are the best candidates for certain clinical trials;
c) Administer medications or perform other treatment procedures;
d) Closely monitor each patient's progress including documenting side effects, drug interactions, and the overall efficiency of the medication;
e) Document and record information during clinical trials and hand over compiled reports to investigators or medical doctors;
f) Serve patients by adhering to study protocol and SOPs;
g) Determining patients family needs; developing health care plans;
h) Refer patients with social and emotional problems to other community agencies;
i) Participate in clinical meetings with physicians and other research team members;
j) Improve quality results by studying, evaluating, and recommending changes in processes;
k) Maintain supplies and equipment;
l) Keep supplies ready by inventorying stock; placing orders; verifying receipt;
m) Document actions by completing forms, reports, logs, and patient records;
n) Adhere to medical ethics by keeping patient information confidential;
o) Participate in seminars, workshops and conferences;
p) Perform any other related duties as assigned by superior.

QUALIFICATIONS

- Degree in Nursing course from a recognized institution.
- Valid professional license .

- A minimum of 3 years working experience in the Medical Research settings.
- Good command of Microsoft Office software.

COMPETENCIES:

- Team player with high integrity.
- Excellent communication, interpersonal, organizational skills.
- Able to work under pressure and multi-tasking setting.
- Ability to work under minimal supervision
- The applicant should be a Tanzanian below 35 years old.

4. JOB POSITION: SECRETARY (2 POSTS)

JOB DESCRIPTION

The incumbent will be responsible for providing secretarial services and other administrative duties related to the directorate/department where s/he works.

RESPONSIBILITIES:

a) To compose, type and distribute meeting notes, routine correspondences, reports and take dictation.
b) To handle visitors and keep appointment records.
c) To ensure availability of stationery and other working equipment for the Directorate/Department.
d) Arrange conferences, meetings and travel reservations for office personnel under the directorate/department.
e) Supervise other clerical and office assistant staff and provide training and orientation to new staff.
f) To perform any other related duties that will be assigned to him/her by his/her superior.

QUALIFICATIONS

- Holder of form IV/VI secondary certificate with a Diploma in secretarial studies and office procedure from a recognized institution.
- 3 years working experience in donor funded projects.

COMPETENCIES

- Team player with high integrity.
- Excellent communication, interpersonal, organizational skills.
- Able to work under pressure and multi-tasking setting.
- Ability to work under minimal supervision.
- The applicant should be a Tanzanian below 35 years old.

5. **INTERNSHIP - MEDICAL DOCTOR (3 POSTS)**

NIMR Mbeya Centre is looking for three (3) qualified, competent and highly motivated doctors to fill a one-year research Internship position (non renewable) for Medical Doctors who have interests in building a research career in the field of Tuberculosis, HIV and other infectious diseases.

THE INTERNSHIP ROLES:

a) To participate in conducting approved health researches (Data collection, analysis and report writing).
b) To provide clinical management of serious adverse events in the study participants, management of patients receiving Investigational Medicinal Product (IMP) or new Diagnostics in various research projects.
c) To disseminate research findings in deferent formats including but not limited to publishing in peer reviewed journals, scientific conferences etc.
d) To participate in engagement and collaboration with public and private sectors in the health researches for scientific advancement and improvement of human and social wellbeing.
e) To participate in local and international scientific forums for exchange and sharing health research information and networking.
f) To participate in departmental and centre/directorate administrative and scientific meetings.
g) To timely prepare and submit quarterly and annual reports.
h) To register and monitor implementation of approved health research in Tanzania where applicable.
i) Any other duties that may be assigned by immediate supervisor from time to time.

QUALIFICATIONS

- Fresh Graduate of a Medical Degree from a recognized University
- Valid professional license from the Tanganyika Medical Council (MCT).
- Good interpersonal and communication skills and be fluent in both Swahili and English.
- Good knowledge and experience in using Microsoft Office software.
- The applicant should be a Tanzanian below 35 years old.

TERMS: ONE-YEAR RENEWABLE CONTRACT.

MODE OF APPLICATION

All applications should be enclosed with verified photocopies of relevant certificates and detailed curriculum vitae and sent to the address below. Only shortlisted applicants will be notified. The deadline for application is **two weeks** from the first date of this advertisement.

The Centre Director,
NIMR – Mbeya Medical Research Centre,
P.O. Box 2410,
Mbeya, Tanzania.
nimr-mmrc@nimr-mmrc.org.