Background:
The National Institute for Medical Research (NIMR) is a Parastatal Organization established by the Act of Parliament No. 23 of 1979 and became operational in 1980. The National Institute for Medical Research (NIMR) Muhimbili Medical Research Centre is looking for full time qualified Tanzanians to fill posts of study doctor, assistant coordinator, pharmacist, assistant data manager, research nurse, and Clinical Research Quality Assurance Monitor who will work 100% in a project that is conducted in Dar es Salaam and Coastal regions.

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 posts which are required to be filled with highly motivated and competent Tanzanians on contract basis for a period of one year with possibility of renewal.

Scope of Work:
The overarching objective of the assignment is to provide operational and technical support to the study coordinator and Principal Investigator (PI) 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 vacancies.

Posts

1. **Study Doctor (1position)**

   **Reporting:** Project investigator

   **Location – Dar-es salaam, Tanzania**
DUTIES AND RESPONSIBILITIES

Day to day running of clinical trial

2. Communication between ward staff and study staff
3. Screening, enrolment and randomisation of study patients
4. Day to day clinical management of patients & OPD management of patients after discharge
5. Reporting any SAEs and SUSAR immediately to the local PI
6. Completing AE forms within 24 hours of their occurrence and communicating the AE/SAE/SUSAR to the local and international PI
7. Completing progress reports for the DSMB/TSC and ethics committees
8. Liaising with the study coordinator in ordering trial equipment
9. Ensuring case report forms (CRFs) are kept accurate and up to date
10. Ensuring CRFs and AE forms are faxed using the Datafax system or ODK
11. Checking and recording all laboratory and radiology results for trial patients.
12. Laboratory transport and storage of samples: serum, urine and plasma (in conjunction with laboratory technician)
13. Follow-up of study patients for ten weeks from date of admission
14. Responsible for ensuring secure storage and sufficient supplies of IMP and consumables in conjunction with pharmacist
15. Ensure appropriate laboratory specimen collection, storage and sample shipping as required
16. Preparation for external monitoring visits
17. On-site monitoring of trial (laboratory, pharmacy, clinical areas, data entry)

QUALIFICATIONS & Requirements

- Bachelor of Medicine (MD) or equivalent knowledge
- Experience to work with research organization or research institution.
- Good analytical skills: ability to understand complex subjects, extract and communicate relevant information from data and documents.
- Ability to prepare comprehensive project documentation and reporting, using MS Office software, for internal and stakeholders’ communication.
- Expert project management skills, including a demonstrated ability to define scope, manage stakeholders, manage schedule/task activity, manage change and communicate risks.
- Excellent organizational skills with the ability to organize time appropriately and effectively.
NATIONAL INSTITUTE FOR MEDICAL RESEARCH
MUHIMBILI MEDICAL RESEARCH CENTRE

- Strong language skills fluent written and spoken English and Swahili including presentation skills
- Previous experience in the field of clinical trials, and knowledge of good clinical practice would be highly desirable; and/or previous experience in Project Management will be an added advantage
- Self-motivated; able to work independently to complete tasks and respond to department requests and to collaborate with others to utilize their resources and knowledge to identify quality solutions. Strong organization, planning and project management skills; ability to prioritize tasks for both self and team to meet requirements and deadlines

DURATION OF CONTRACT:

- One-year contract which may be renewed on the basis of performance and mutual agreement.

COMPENSATION:

- A competitive salary will be awarded to a successful candidate.

DUTY STATION:

- Duty station will be based in Dar es Salaam or Coastal region.

2. Assistant study Coordinator (1 position)

Job Description
The assistant study coordinator will assist the project coordinator in supports, facilitates and coordinates the daily project activities and plays a critical role in the conduct of the study. By performing these duties, the assistant coordinator works with the project coordinator, PI, sponsor, and institution to support and provide guidance on the administration of the compliance, financial, personnel and other related aspects of the clinical study.

Essential responsibilities:

1. As assistant study Coordinator, ensures assigned study is conducted in accordance with the National IRB regulation and Good Clinical Practices (GCP) guidelines:
2. Ensures site compliance with research protocols by reviewing all regulatory requirements to confirm implementation of appropriate methods, practices, and procedures for all research activities
3. Develops accurate source materials and ensures compliance from site staff
4. Provides accurate and timely data collection, documentation, entry, and reporting in both sponsor and study databases
5. Ensures appropriate credentialing and training of the entire study team
6. Supports the regulatory staff in the maintenance of regulatory documents in accordance with Study SOP and applicable regulations
7. Interfaces with research participants, to support efforts to determine eligibility and consenting of study participants according to protocol
8. Communicates and collaborates specific study requirements to the research team, including internal and external parties, sponsor, monitors, PI, and study participants
9. Ensures compliance with research protocols, by providing ongoing quality control audits, including maintaining ongoing investigational drug accountability.

10. Disburses investigational drug and provides patient teaching regarding administration, as necessary.

11. Communicates and collaborates w/ study team including internal and external parties, sponsors, PI, and study participants.

12. Facilitating communication of patients’ progress to NIMR and MoH on implementation strategies; this include, provide regular status updates and progress reports to project management.

13. Facilitate timely and effective stake holders’ communication through regular meetings, reporting, site visits and conference calls.

14. Manage effective relationships and open communication with project site facilities and key stakeholders.

15. Compile and maintain all project documentation in accordance with Project SOPs and procedures. Prepare quarterly, annual and terminal progress reports of the work done as well as scientific report.

16. To help study coordinator organize meetings, as necessary, with study team members and collaborators, including programme, accommodation, travel, venues and social events.

17. And carry out any other related duties as may be assigned.

18. Day to day running of clinical trial.

19. Screening, enrolment and randomisation of study patients.

20. Day to day clinical management of patients & OPD management of patients after discharge.

**Education Qualification and essential skills**

1. Bachelor of Medicine (MD) with MPH will be an added advantage.
2. Experience to work with research organization or research institution.
3. Good analytical skills ability, to understand complex subjects, extract and communicate relevant information from data and documents.
4. Ability to prepare comprehensive project documentation and reporting, using MS Office software, for internal and stake holders’ communication.
5. Expert project management skills, including a demonstrated ability to define scope, manage stakeholders, manage schedule/task activity, manage change and communicate risks.
6. Excellent organizational skills with the ability to organize time appropriately and effectively.
7. Strong language skills fluent written and spoken English and Swahili including presentation skills.
8. Previous experience in the field of clinical trials, and knowledge of good clinical practice would be highly desirable; and/or previous experience in Project Management will be an added advantage.
9. Self-motivated; able to work independently to complete tasks and respond to department requests and to collaborate with others to utilize their resources and knowledge to identify quality solutions. Strong organization, planning and project management skills; ability to prioritize tasks for both self and team to meet requirements and deadlines.

**Duration of Contract:**

- Initial One-year contract which may be renewed on the basis of performance and mutual agreement.

**Duty Station:**

- Assistant Coordinator will be based in Dar es Salaam region or Coastal Region.
Compensation:
- A competitive salary will be offered as per Government of Tanzania regulations

3. Clinical Research Nurse (2 positions)

Job Description

The Clinical Research Nurse, under the guidance and supervision of the Project coordinator & Principal Investigator (PI), ensures the integrity and quality of clinical trials are maintained and conducted in accordance with GCP and local regulations, Institutional Review Board (IRB) approvals, and procedures. This position is primarily responsible for the accurate completion of visit procedures and collection of information from study patients according to protocols, and for protecting the health, safety, and welfare of research participants.

Essential responsibilities:
Providing nursing care to research study patients:
1. Ensures compliance with each study’s protocol by providing thorough review and documentation at each subject study visit
2. Participates in recruitment and selection of study participants by interviewing and documenting medical history to determine compliance with eligibility requirements
3. Performs medical tests, including, but not limited to, vital signs
4. Provides patient education and medical information to study patients to ensure understanding of proper medication dosage, administration, and disease treatment
5. Documents medical data in patient chart to capture protocol requirements
6. Interfaces with research participants, to support efforts to determine eligibility and consenting of study participants according to protocol
7. Obtaining informed patient consent from patient or family member
8. Filing of consent forms
9. Establishing and maintaining a positive relationship with study patients
10. Chasing outstanding blood results (in conjunction with study doctors) and informing study doctor of results
11. Documentation of relevant clinical information in patient records
12. Organizing follow-up care on patient discharge
13. Book and chase results of investigations (Chemistries, viral load etc...)
14. Tracing non-attenders through note entries, phone calls, text messages or visiting them in the community
15. NCDs & HIV (ARV) counselling of study patients and their treatment supporters
16. Faxing CRFs using Datafax
17. Responding to error reports from Datafax in collaboration with the study doctor
18. Updating of patient follow-up spreadsheet
19. Liaising with laboratory staff on a daily basis regarding new positive results
20. Assist with study and sub-study specimen collection, storage and shipping as required
21. Positive relationship building with all hospital staff.
22. And carry out any other related duties as may be assigned
Qualifications:

1. Valid RN license
2. Minimum of a diploma from an accredited nursing school required
3. Two (2) years of recent clinical nursing experience in a hospital, clinic or similar health care setting (Bachelor’s degree may be substituted for one (1) year work experience)
4. Nursing competency skills per scope of practice (i.e., performing vital signs, nursing assessments, etc.)
5. At least one (1) year clinical trials research experience preferred
6. Knowledge of medical terminology, drug calculation skills, clinical medicine, clinical trials and GCP concepts
7. Detail oriented and meticulous in all aspects of work
8. Strong follow through skills and ability to proactively identify and solve problems; demonstrated initiative is imperative
9. Must have professional demeanor, strong communication skills with the public as well as physicians and co-workers
10. Ability to work well independently as well as in team environment
11. Strong interpersonal, customer service and multi-tasking skills are critical
12. Must be proficient in Microsoft Office Word and Excel, electronic health systems and databases used in research environment, or have a willingness to learn and demonstrate proficiency within six months of hire
13. Possess the ability to work well under pressure, multi-task, and manage deadlines
14. Knowledge of GCP, state, and local regulations

Duration of Contract:

- Initial One-year contract which may be renewed on the basis of performance and mutual agreement.

Duty Station: Clinical research nurse will be based in Dar es Salaam or Coastal region.

- Research Nurse will be based in Dar es Salaam or Coastal region.

Compensation:

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

4. **Pharmacist (1 position)**

Reporting to: Principal Investigator/ Study Coordinator

Job description

The institute is looking for a study Pharmacist who will be responsible for handling all matters regarding study drugs for the trial.

Essential responsibilities
• Supervise study drug preparation.
• Ensure proper storage of the trial regimen at all times.
• Facilitate and ensure accurate distribution of the investigational products at the study clinics.
• Train other staff and facilitate proper study drug handling.
• Ensure all pharmacy aspects concerned the investigational products comply with relevant legislative acts, standards and guidelines.
• Support and promote the safe and ethical use of investigational products.
• Maintain the investigational product tracking logs.
• Carry out regular audits of study drug supplies.
• Receive and catalog returned regimen.
• Ensure proper destruction of returned, unused, expired or damaged investigational products as per SOP.
• Provide support to clinical and research activities to ensure protection, rights, safety, and well-being of the patients.
• Ensure participants’ privacy and confidentiality are maintained.
• Participate fully in clinical trial activities as requested by the Principal Investigator (PI) / study coordinator with adherence to the objectives of assigned research protocol, GCP, SOPs, GCLP, etc.
• Attending and contributing to study trainings, sessions and meetings relating to the trial
• Undertake any other tasks that the supervisor shall reasonably require from time to time.

Education Qualification and Essential skills

• Bachelor of Pharmacy from a recognized institution, registered by pharmacy council.
• Prior experience working in clinical trials will be an added advantage.
• Experience to work with research organization or research institution
• Ability to use computer for data management and trial software utilization during the project.
• Ability to work under minimum supervision but also within a team.
• Excellent/good writing and verbal communication skills.
• Excellent attention to detail.
• Adhere to the protocol, principles and values of the institution.

Duration of Contract:

Initial One-year contract which may be renewed on the basis of performance and mutual agreement.

Duty Station:

Study pharmacist will be based in Dar es Salaam or Coastal regions.
Compensation:

A competitive salary will be offered as per Government of Tanzania regulations.

5. ASSISTANT DATA MANAGER - (1 Position)

REPORTING: Institutional Data System Manager

LOCATION – Dar-es Salaam, Tanzania

Job description:

We are looking for a qualified data manager to design stable and reliable databases, according to NIMR needs. You will be responsible for developing, testing, improving and maintaining new and existing databases to help researchers/users retrieve data effectively. As part of our IT team, he/she will work closely with developers to ensure system consistency. You will also collaborate with administrators and clients to provide technical support and identify new requirements. Communication and organization skills are keys for this position, along with a problem-solution attitude. Ultimately, you should be able to ensure our database systems run effectively and securely on a daily basis.

KEY JOB REQUIREMENTS, RESPONSIBILITIES & DUTIES:

- Data management of new and existing epidemiology studies from NIMR-Muhimbili, including the baseline and follow-up MOCCA, META & INTE-AFRICA datasets and other projects. Tasks to include designing, building and maintaining data capture, data entry and data storage systems; receiving and managing data from various external and internal collaborators and ensuring that data storage is logical and simple for use by research scientists.
- Assist with the training of field site staff in computer data entry.
- Being responsible for supervising ongoing data entry for field projects (including META & INTE-AFRICA) as directed – specifically ensuring that manual data entry is completed, and checking for accuracy and completeness of data entry.
- Responsibility for all data related aspects of the mail-out of invitation and results letters to participants and doctors involved in active epidemiology surveys (including the META trial follow-up).
- Perform data related tasks involved with the ongoing maintenance of participant databases (including tracking of participants, updating participant’s status, design and construction of email-based data tracking systems).
- Being responsible for the management and accuracy of the data dictionary database for existing studies, and the creation of new data dictionaries for new studies.
- Being responsible for the dissemination of databases to research collaborators who have been granted access to the data.
Ongoing development and improvement of databases used for new and existing epidemiology studies.
Routine linkage of the META&INTE-AFRICA data set with the LSTM, and MRC-Uganda.
Ongoing development of skills relating to above duties.
Conduct site supervision for data quality control and data quality audits
Will be responsible to write project technical report and present to other team members

NATURE OF ENVIRONMENT:
Deadline driven; tight schedules.

SUPERVISORY RESPONSIBILITIES:
- General direction of more complex tasks and may supervise teams of small to medium size
- Subject matter expert within area of expertise/knowledge
- Provide guidance relating to subject area to other groups
- Cross campus responsibility
- Lead a team which is distributed across a number of locations

REQUIREMENTS OF POSITION HOLDER

Education.
- Degree in an information technology, health information management or scientific discipline or an equivalent combination of relevant experience and education / training.

EXPERIENCE and REQUIREMENTS
- Previous experience in quantitative research environment desirable.
- Experience to have worked in public health/research organizations is an advantage.
- Minimum 2 years of relevant work experience with expertise in conducting high quality statistical research in areas of health studies;
- Proven experience in using statistical package for data management and analysis such as STATA, and SPSS;
- Knowledge and familiarity with Microsoft Office essential;
- Experience in developing high quality research software
- In-depth knowledge of one or more of the following areas: reliability and survival data analysis, recurrent events data analysis, multivariate process control, specialized methods for fitting univariate distributions
- Attentive to details, particularly with data handling

ORGANISATIONAL KNOWLEDGE:
Perform tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques as well as those which are directly related. Understand how own area interacts with other related functions and take appropriate actions as a result. Undertake reviews, risk assessments, quality initiatives or other like activity within specific areas of expertise.

COMMUNICATION/INTERPERSONAL SKILLS:

1. Demonstrated excellent written and verbal communication skills.
2. A high level of interpersonal skills, which enable the appointee to liaise effectively with a wide range of people at a variety of levels internal and external to NIMR-Muhimbili Centre.
3. Demonstrated ability to participate positively in a team.

KNOWLEDGE:

1. Knowledge of database languages, such as SQL, is essential
2. Knowledge of Visual Studio platform, in particular asp.net and C#
3. Knowledge of statistical packages (eg STATA, SPSS) and basic statistical analyses preferable.
4. Good understanding of the importance of research methods and data processing/management.

ABILITIES:

1. Excellent database computing skills, including a high level of competency in the use of Microsoft Access (including the creation of databases, queries, forms etc.), Excel and Word.
2. Excellent organizational skills; attention to detail and a focus on quality and innovation.
3. The ability to prioritise work, exercise initiative and work with minimal direction.
4. The ability to work independently and collaboratively with colleagues, including research scientists.

SUMMARY OF POSITION:

This is an experienced Research Data Manager position working closely with Epidemiologists, the Project Manager/coordinator and Field Staff in organizing and overseeing data collection through questionnaires, Computer, physical measurement and blood and urine test results. Data collection is based on direct entry of survey data onto netbooks/computer with daily uploading of data to the server.

6. Clinical Research Quality Assurance Monitor (1 position)

Summary of the Job

The main purpose of this post is to contribute to overseeing the trial implementation to ensure that the protocol is adhered to and to ensure that the highest quality of data. The Clinical Research Quality Assurance Monitor will verify that the rights and well-being of human subjects are protected; the reported trial data are accurate, complete and verifiable from source documents; and that the conduct of the trial follows the currently approved protocol/amendments/Standard Operating Procedures, with Good Clinical Practice guidelines, and with applicable regulatory requirements.
The Monitor will be required to thoroughly familiarize themselves with the research protocols, informed consents, Standard Operating Procedures (SOPs), Good Clinical Practice and the applicable regulatory requirements.

Roles and responsibilities

- Assures adherence to all regulatory requirements by the local Ethics Committee, and any other Regulatory committees on record
- Ensures that written procedures are followed and evaluates quality systems, processes, procedures, and protocols for compliance.
- Participates in developing SOP’s, guidance documents or other tools/templates pertinent to monitoring activities.
- Collaborates with PIs and staff to identify and implement ways to improve monitoring practices, procedures, and workflows.
- Schedules and coordinates the activities for monitoring; conduct the monitoring reviews of the trials including issuing data clarification queries as necessary.
- Writes monitoring reports and communicates monitoring results to Principal Investigators and study team
- Manages post-monitoring activities and follow-up on any necessary corrective and preventive actions.
- Work with PIs and coordinator on training in Clinical Research Compliance and data management during site initiation visits and based on topics/gaps noted from monitor visits.
- Participates in ongoing process improvement practices including problem-solving, planning and implementation of identified solutions; assists with establishing program polices or procedures to ensure efficiencies and effectiveness within the project.

Qualifications:

Minimum diploma in Nursing, clinical medicine, Public health or other related field

At least one year of practice in a busy health facility managing Non-Communicable Diseases after their internship placement

Three years medical/clinical trials experience.

One to two years of clinical trials monitoring experience in Non-Communicable Diseases preferred. Registration with the Nurses Council or allied professional council

Training in Good Clinical Practice with a valid certificate

Duty Station:

- Quality Monitor will be based in Dar es Salaam or Coastal region.

Compensation:

- A competitive salary will be offered as per Government of Tanzania regulations
Mode of Applications
All applications should be enclosed with certified 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. And the deadline date is 20th December 2019. 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.

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