



UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT,
GENDER, ELDERLY AND CHILDREN

NATIONAL INSTITUTE FOR MEDICAL RESEARCH



JOB ADVERTISEMENT

BACKGROUND:

The National Institute for Medical Research (NIMR) is a Parastatal Organization established by an Act of Parliament No. 23 of 1979 (CAP.59, R.E.2002) and became operational in 1980. The National Institute for Medical Research (NIMR) Muhimbili Medical Research Centre is looking for a full-time qualified Tanzanian to fill the post of Assistant Project Coordinator.

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 post of Assistant Project Coordinator which requires a highly motivated and competent Tanzanian to fill it on contract basis for a period of one year with a possibility of renewal.

POST: ASSISTANT PROJECT COORDINATOR: (1 Position)

Job Description

The Assistant Project Coordinator will assist the Project Coordinator in facilitating and coordinating the daily project activities and playing a critical role in the implementation of the project. By performing these duties, the Assistant Coordinator works with the Project Coordinator, PI and stakeholders to support and provide guidance on administration, financial, personnel and other related aspects of the project.

Muhimbili Medical Research Centre, P.O. Box 3435, Dar es Salaam. MUHAS CHPE Building, 4th Floor
Email: muimbili@nimr.or.tz, Website: www.nimr.or.tz

NIMR Amani
P.O. Box 81
Muheza, Tanga
Tanzania
Email: amani@nimr.or.tz

NIMR Dodoma
Benjamin Mkapa Hospital
P.O. Box 805
41119 Dodoma, Tanzania
Email: dodoma@nimr.or.tz

NIMR Mbeya
Hospital Hill
P.O. Box 2410
Mbeya, Tanzania
Email: nimr-mbeya@nimr.or.tz

NIMR Muhimbili
P.O. Box 3436
Dar es Salaam, Tanzania
Email:
muimbili@nimr.or.tz

NIMR Mwanza
P.O. Box 1462
Mwanza
Tanzania
Email: mwanza@nimr.or.tz

NIMR Ngongongare
P.O. Box 514
USA River, Arusha
Tanzania
Email: ngongongare@nimr.or.tz

NIMR Tabora
P.O. Box 482
Tabora
Tanzania
Email: tabora@nimr.or.tz

NIMR Tanga
P.O. Box 5004
Tanga
Tanzania
Email: tanga@nimr.or.tz



UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT,
GENDER, ELDERLY AND CHILDREN

NATIONAL INSTITUTE FOR MEDICAL RESEARCH



Duties and Responsibilities

- I. To ensure that assigned project activities are implemented on time and as per the work plan;
- II. To develop accurate source materials and ensure compliance from project staff and stakeholders;
- III. To provide accurate and timely on documentation and reporting to both sponsor and NIMR;
- IV. To ensure appropriate credentialing and training of the project team members in the project sites;
- V. To liaise with project team and stakeholders to ensure that the implementation of the project activities supports efforts of the Ministry of Health, Community Development, Gender, Elderly and Children on the issues related to the Global Health Security;
- VI. To communicate and collaborate specific project requirements to the project team, including Coordinator, PI, sponsor and stakeholders;
- VII. To ensure compliance with project protocols, by providing ongoing quality control audits;
- VIII. To facilitate communication of project's progress to NIMR and MoHCDGEC on implementation strategies; this includes, providing regular status updates and progress reports to project management;
- IX. To facilitate timely and effective stakeholders' communication through regular meetings, reporting, site visits and conference calls;
- X. To manage effective relationships and open communication with project site facilities and key stakeholders;

Muhimbili Medical Research Centre, P.O. Box 3435, Dar es Salaam. MUHAS CHPE Building, 4th Floor
Email: muimbili@nimr.or.tz, Website: www.nimr.or.tz

NIMR Amani
P.O. Box 81
Muheza, Tanga
Tanzania
Email: amani@nimr.or.tz

NIMR Dodoma
Benjamin Mkapa Hospital
P.O. Box 805
41119 Dodoma, Tanzania
Email: dodoma@nimr.or.tz

NIMR Mbeya
Hospital Hill
P.O. Box 2410
Mbeya, Tanzania
Email: nimr-mmrc@ora.tz

NIMR Muhimbili
P.O. Box 3436
Dar es Salaam, Tanzania
Email:
muimbili@nimr.or.tz

NIMR Mwanza
P.O. Box 1462
Mwanza
Tanzania
Email: mwanza@nimr.or.tz

NIMR Ngongongare
P.O. Box 514
USA River, Arusha
Tanzania
Email: ngongongare@nimr.or.tz

NIMR Tabora
P.O. Box 482
Tabora
Tanzania
Email: tabora@nimr.or.tz

NIMR Tanga
P.O. Box 5004
Tanga
Tanzania
Email: tanga@nimr.or.tz



UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT,
GENDER, ELDERLY AND CHILDREN

NATIONAL INSTITUTE FOR MEDICAL RESEARCH



- XI. To compile and maintain all project documentation in accordance with Project SOPs.
- XII. To prepare quarterly, annual and terminal progress reports of the work done.
- XIII. To assist study coordinator, organize meetings, as necessary, with project team members and collaborators, including programme, accommodation, travel, venues and social events; and
- XIV. To perform any other related duties assigned by the supervisor.

Minimum Qualifications and Experience

1. A holder of Master's degree in project management or public health with first degree in Medicine (MD).
2. Experience working with research organization or research institution.
3. Good analytical skills and 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 stakeholders' 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 organisational skills with the ability to organize time appropriately and effectively.
7. Strong language skills with fluent in written and spoken English and Swahili including presentation skills.

Muhimbili Medical Research Centre, P.O. Box 3435, Dar es Salaam. MUHAS CHPE Building, 4th Floor
Email: muhimbili@nimr.or.tz, Website: www.nimr.or.tz

NIMR Amani
P.O. Box 81
Muheza, Tanga
Tanzania
Email: amani@nimr.or.tz

NIMR Dodoma
Benjamin Mkapa Hospital
P.O. Box 805
41119 Dodoma, Tanzania
Email: dodoma@nimr.or.tz

NIMR Mbeya
Hospital Hill
P.O. Box 2410
Mbeya, Tanzania
Email: nimr-mbeya@nimr.or.tz

NIMR Muhimbili
P.O. Box 3436
Dar es Salaam, Tanzania
Email: muhimbili@nimr.or.tz

NIMR Mwanza
P.O. Box 1462
Mwanza
Tanzania
Email: mwanza@nimr.or.tz

NIMR Ngongongare
P.O. Box 514
USA River, Arusha
Tanzania
Email: ngongongare@nimr.or.tz

NIMR Tabora
P.O. Box 482
Tabora
Tanzania
Email: tabora@nimr.or.tz

NIMR Tanga
P.O. Box 5004
Tanga
Tanzania
Email: tanga@nimr.or.tz



UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT,
GENDER, ELDERLY AND CHILDREN

NATIONAL INSTITUTE FOR MEDICAL RESEARCH



8. Self-motivated; able to work independently to complete tasks and respond to appropriate project authority requests and to collaborate with others to utilize their resources and knowledge to identify quality solutions.
9. Strong organization, planning and project management skills; ability to prioritize tasks for both self and team to meet requirements and deadlines.

Reporting

The Assistant Project Coordinator will report and work under Project Coordinator.

Contract

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

Duty station

The successful Candidate will be based at NIMR-Muhimbili, Dar-es-Salaam.

Compensation

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

Mode of Application

All applications should be accompanied 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

Muhimbili Medical Research Centre, P.O. Box 3435, Dar es Salaam. MUHAS CHPE Building, 4th Floor
Email: muhimbili@nimr.or.tz, Website: www.nimr.or.tz

NIMR Amani
P.O. Box 81
Muheza, Tanga
Tanzania
Email: amani@nimr.or.tz

NIMR Dodoma
Benjamin Mkapa Hospital
P.O. Box 805
41119 Dodoma, Tanzania
Email: dodoma@nimr.or.tz

NIMR Mbeya
Hospital Hill
P.O. Box 2410
Mbeya, Tanzania
Email: nimr-mmrc@or.tz

NIMR Muhimbili
P.O. Box 3436
Dar es Salaam, Tanzania
Email:
muhimbili@nimr.or.tz

NIMR Mwanza
P.O. Box 1462
Mwanza
Tanzania
Email: mwanza@nimr.or.tz

NIMR Ngongongare
P.O. Box 514
USA River, Arusha
Tanzania
Email: ngongongare@nimr.or.tz

NIMR Tabora
P.O. Box 482
Tabora
Tanzania
Email: tabora@nimr.or.tz

NIMR Tanga
P.O. Box 5004
Tanga
Tanzania
Email: tanga@nimr.or.tz



UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT,
GENDER, ELDERLY AND CHILDREN



NATIONAL INSTITUTE FOR MEDICAL RESEARCH

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,
P.O. Box 3436,
Dar es Salaam,
TANZANIA.

Muhimbili Medical Research Centre, P.O. Box 3435, Dar es Salaam. MUHAS CHPE Building, 4th Floor
Email: muhimbili@nimr.or.tz, Website: www.nimr.or.tz

NIMR Amani
P.O. Box 81
Muheza, Tanga
Tanzania
Email: amani@nimr.or.tz

NIMR Dodoma
Benjamin Mkapa Hospital
P.O. Box 805
41119 Dodoma, Tanzania
Email: dodoma@nimr.or.tz

NIMR Mbeya
Hospital Hill
P.O. Box 2410
Mbeya, Tanzania
Email: nimr-mmrc@ora.tz

NIMR Muhimbili
P.O. Box 3436
Dar es Salaam, Tanzania
Email:
muhimbili@nimr.or.tz

NIMR Mwanza
P.O. Box 1462
Mwanza
Tanzania
Email: mwanza@nimr.or.tz

NIMR Ngongongare
P.O. Box 514
USA River, Arusha
Tanzania
Email: ngongongare@nimr.or.tz

NIMR Tabora
P.O. Box 482
Tabora
Tanzania
Email: tabora@nimr.or.tz

NIMR Tanga
P.O. Box 5004
Tanga
Tanzania
Email: tanga@nimr.or.tz