

UNITED REPUBLIC OF TANZANIA



MINISTRY OF HEALTH



NATIONAL INSTITUTE FOR MEDICAL RESEARCH

THE ADJUNCT RESEARCH FELLOW POSITION

MARCH 2022

1. INTRODUCTION

The National Institute for Medical Research (NIMR) is a research institution of the Ministry of Health. The Institute was established by the Parliamentary Act No. 23 of 1979 (Cap. 59, R.E. 2002) and became operational in 1980. The establishment of NIMR was in recognition by the Government of the need to generate scientific information required in the development of better methods and techniques of enhancing disease management, prevention, and control in the country. NIMR through its mandate has two arms; the first arm is the research arm which coordinates and promotes the carrying out of health research. It also disseminates and evaluates the results of health research. The second arm is the regulatory arm which has oversight of the conduct of health research on behalf of the Government of Tanzania.

2. ESTABLISHMENT OF THE ADJUNCT RESEARCH FELLOW (ARF) POSITION

The ARF position intends to attract highly experienced and competitive researchers with an excellent track record of attracting grants and mentoring junior researchers. This position aims to enhance NIMR's portfolio with a focus on high impact public health research and consultancies in providing solutions for local, regional, and global health challenges. To fulfil this, the position intends to attract competent senior public health researchers from within and outside the country who have a strong track record of winning grants and mentoring junior researchers.

3. CATEGORIES OF ADJUNCT RESEARCH FELLOWS TO BE RECRUITED

3.1. Former NIMR employees

This will include retiring research scientists with an excellent track record of attracting grants and mentoring junior researchers and others who have moved to other organisations both national and international.

3.2. Academics

The applicant will preferably be the level of Professor and Senior Lecturer or Researcher. This category will include public health researchers who are currently working or have retired from other institutions in the country. This category of ARF aims at creating an enabling environment to allow Tanzanian colleagues to join NIMR and conduct their research activities with us. This group of ARFs will enhance NIMR's visibility within the country and abroad as the fellows who join the Institute will have an excellent track record of attracting grants, building partnerships and command respect within the public health research fraternity.

3.3. Foreign health researchers

NIMR throughout its existence has been collaborating with foreign institutions in the implementation of various research projects. NIMR through the ARF position will formally engage foreign researchers from any part of the world, who have excellent track record in attracting grants and implementation of research projects. Recruitment of foreign ARFs will focus on their potential of promoting the NIMR brand abroad. These fellows will be supported in their applications for research permits if they choose to be stationed in Tanzania to conduct research.

4. RECRUITMENT CRITERIA

Adjunct research fellows must have earned post-graduate degrees, preferably PhD and have significant professional experience in their fields of expertise. They are also expected to be recognized internationally, regionally or nationally for outstanding achievements. The adjunct research fellows are expected to be engaged in research and creative activities as to actively pursue grant support through NIMR. ARFs are expected to make contributions to the attainment of the mission and objectives of NIMR. Because of their stature, position, and expertise, they are also expected to provide junior researchers working within NIMR with opportunities for expanding their intellectual, creative and scientific experiences. The ARFs will give priority to NIMR employees with the relevant qualification for any project posts within ARF grants. The ARF should indicate areas of interest in research that he/she has been/is working on. As soon as the researcher acquires the ARF position he/she should immediately start engaging in writing fundable proposals with the inclusion of NIMR scientists. He/she should list the current partners/collaborators working together in research.

5. APPLICATION

The interested fellow shall write an application letter to the NIMR Director General. The application package shall contain: (i) Cover letter; (ii) Current curriculum vitae; (iii) Three passport size photos; (iv) Copy of the passport page with details (for foreign applicants); (v) Names of three referees who can be contacted to support or appraise the application (At least one referee should write a letter of support to accompany the application); (iv) In addition, applicants with the exception of NIMR former employees should have proof of one funded project expected to start or proposal submitted for funding awaiting for responses or intention to apply in response to calls for fundable proposals.

6. HONORARY OFFER OF ARF POSITION

The Institute may identify and freely offer or award the ARF position to a retired senior research scientist of the Institute or retired or current employees of

universities or other institutions, who wish to continue or further develop a significant research service relationship with NIMR, or to individuals of reputable standing in the community so as to enhance the research capacity and reputation of the Institute.

7. TERMS AND CONDITIONS FOR THE ADJUNCT RESEARCH FELLOW

- (i) Appointment to Adjunct Research Fellow status shall be for a period of three years which are renewable based on performance as assessed by the ARF committee.
- (ii) Since the ARF engagement with NIMR is purely based on attracting research grants and execution of the activities thereof, the appointee shall have no rights to permanent employment, salary support from the government or NIMR.
- (iii) The ARF's salary or allowances shall come from the grants they bring to NIMR. The ARF shall negotiate with the funding agent on the amount they should receive subject to NIMR approval, and NIMR will administer the funds to facilitate the implementation of the research activities. Institutional overhead or consultancy fees will be charged accordingly.
- (iv) NIMR may provide the ARFs with office space to facilitate their operations and ensure that they are comfortably working to attract grants and support the attainment of NIMR's mission and strategic objectives. However, ARF can sit, and work anywhere and still hold the position provided he/she observes terms and conditions provided in the ARF agreement.
- (v) The ARFs shall have the right to cite or use their NIMR affiliation in seeking external funding or any correspondences. This shall only cease after their appointment has expired. The ARF is not limited to only NIMR affiliation; he/she can have multiple affiliations but should observe all terms and conditions provided in the ARF agreement.
- (vi) There shall be annual reviews of the performance of the ARFs to assess their performance which include, grants applied for and secured, mentoring of junior staff within NIMR, promotion of ONE NIMR and NIMR Brand within and outside the country, and building of research collaborations.
- (vii) The appointment of an ARF can be terminated at any time, by either party. The party that wishes to terminate the appointment shall be required to provide a written three-month notice to the other party.

8. PRINCIPAL DUTIES AND RESPONSIBILITIES OF THE ADJUNCT RESEARCH FELLOW

- (i) To identify sources of research funding and contribute to the process of securing grants and/or other forms of research funding.
- (ii) To work closely with NIMR scientists as principal or co-investigators in the proposal writing and research conduct.

- (iii) To provide mentorship/supervision of junior scientists, postgraduate/PhD students.
- (iv) To undertake and where appropriate lead research projects, generating reports and publications based on research findings.
- (v) To participate in internal and external networks through collaborative research, representing the National Institute for Medical Research.
- (vi) Coordinate the writing up and dissemination of research findings, such as research papers, journal articles, policy briefs and other materials for publication.
- (vii) To develop productive and effective working relationships with administrative and research colleagues, stakeholders and partners.
- (viii) To plan research projects/programmes including management of financial and other resources.
- (ix) To adhere to NIMR policies and regulations.
- (x) To participate in devising research strategies for tackling different types of research questions or problems involving synthesis of prior subject knowledge and experience.
- (xi) To provide project reports as required.

9. NIMR'S RESPONSIBILITIES TO THE ADJUNCT RESEARCH FELLOW

In making sure that the engagement between the ARFs and NIMR bear fruits as per the latter's interests, the Institute shall have the following obligations:

- (i) Provide office space for the recruited ARFs.
- (ii) Provide ID cards to the ARFs.
- (iii) Support all grant applications made by ARFs.
- (iv) Manage the monthly salaries of ARFs as negotiated and approved by the funding agent.
- (v) Provide support on any matters that enhance productivity and lives of the ARFs during the period of their contracts.

10. GENERAL PROVISIONS RELATED TO THE POSITION

(i) *No Authority to Bind*

Unless authorized in writing by NIMR, the ARF shall not have the right or authority to assume or create any obligation or responsibility expressly or implied on behalf of or in the name of NIMR, or to bind NIMR in any manner whatsoever.

(ii) *Confidentiality*

The ARF should acknowledge that he/she has access to or will be entrusted with confidential or proprietary information belonging to NIMR, during the course of his/her appointment and/or at any time thereafter. The ARF should

further acknowledge that all of NIMR's confidential and/or proprietary information is its exclusive property and agrees that he/she accepts as his/her duties may require, he/she shall keep secret and confidential and shall not make any copies of, and shall never disclose or use either during or after his/her appointment with NIMR, any confidential or proprietary information of NIMR, except as is required to fulfil his/her obligations to NIMR or as is explicitly directed by law. This provision is not intended to restrict his/her ability to publish, present or otherwise discuss the results of his/her research.

(iii) ***Indemnity***

The Institute shall not be liable to indemnify the ARF or protect him from any and all liabilities, including judgments and costs, for anything done or omitted by the ARF in the execution of his/her responsibilities under this policy as a result of his/her gross negligence, wilful misconduct, bad faith or triggered directly or indirectly by force majeure.

(iv) ***Compliance***

The ARF shall be required to abide by and comply with NIMR's policies and procedures, rules, regulations, by-laws and ethical standards as may be promulgated or amended from time-to-time. Such compliance should not be construed as creating an employment relationship or any guarantee of remuneration other than those remuneration provided through secured grants by the ARF.