**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. NIMR-Mwanza Research Centre (MMRC) is one of the NIMR Centers located in Mwanza The Centre is currently conducting research on HIV/AIDS, Tuberculosis, non-communicable diseases (NCDs) as well as other diseases of public health importance. On behalf of the Director General of the National Institute for Medical Research, the Centre Director of NIMR Mwanza is looking for the qualified, experienced and well-motivated personnel to fill the following vacant position whose duty station will be in Mwanza City.

1. **JOB POSITION: SENIOR SOCIAL SCIENTIST (1 POST)**

**JOB DESCRIPTION**

The senior social scientist will be responsible for overall coordinating and supervision of all social science aspects of the project. He/she will also be responsible for community engagement, community sensitization and liaising with project stakeholders.

**REPORTING**

The **Senior Social Scientist** will report and work under the Head of Schist and Fisheries Unit.

**DUTIES AND RESPONSIBILITIES:**

1. Overall leadership of the social science part of the study;
2. Prepare data collection tools and software;
3. Plan and supervise implementation of qualitative field data collection;
4. Train and supervise the field team during qualitative data collection;
5. Perform qualitative data management, analysis and reporting;
6. Prepare project progress reports and publications on the social science part of the study;
7. Contribute to community engagement, mobilization and sensitization; and
8. To perform any other relevant duties that may be assigned by the supervisor.

**QUALIFICATIONS AND EXPERIENCE:**

1. At least a Masters degree in social sciences or other related qualifications;
2. At least 5 years of research experience in the same field;
3. Experience in climate change research will be an added advantage;
4. Strong leadership and interpersonal skills;
5. At least 3 publications in peer reviewed journals;
6. The applicant should be a Tanzanian not more than 45 years of age.
7. **JOB POSITION: LABORATORY TECHNICIAN (1 POST)**

**JOB DESCRIPTION:**

Candidate shall be responsible for carrying out laboratory procedures according to the laboratory Standard Operating Procedures (SOPs), study protocols, national and international standards.

**REPORTING:**

The **Laboratory Technician** will report and work under the Head of laboratory Sciences Unit.

**DUTIES AND RESPONSIBILITIES:**

1. To provide overall management and supervision of the laboratory aspect of the project;
2. To collect samples, perform laboratory tests and preserve samples where relevant;
3. To perform quality control of laboratory procedures according to the study protocol as well as national and international standards;
4. To prepare reagents and upkeep of laboratory equipment;
5. To assist keeping records for Laboratory investigations;
6. To comply with laboratory safety procedures, possessing adequate knowledge of instrumentation, theory, and application of new and existing tests;
7. To perform any other relevant duties as may be assigned by supervisors.

**QUALIFICATIONS AND COMPETENCES:**

1. A Holder of Bachelor of Science degree in Medical Laboratory Sciences or equivalent qualifications from a recognized institution. The candidate must be registered by Health Laboratory Practitioners Council;
2. At least three years working experience in clinical research setting;
3. Strong communication skills English and Kiswahili;
4. Excellent organizational skills with the ability to organize time appropriately and effectively;
5. Self-motivated; team player, able to work independently under minimum supervision;
6. Strong planning and organizational skills with ability to prioritize tasks for both self and the team to be able to meet requirements and deadlines;
7. The candidate should be a Tanzanian not above 45 years of age.
8. **JOB POSITION: PROJECT ACCOUNTANT (1 POST)**

**JOB DESCRIPTION:**

The project accountant will be responsible for overall management of project funds.

**REPORTING:**

The **Project Accountant** will report and work under the Head of Accountant Department.

**DUTIES AND RESPONSIBILITIES:**

1. To maintain proper books of accounts and records pertaining to income and expenditure of the project;
2. Preparation of payrolls and ensuring all statutory deductions are done properly and submitted timely to appropriate authorities;
3. To prepare statutory financial reports and act as a liaison for external and internal audit matters where needed;
4. To prepare periodical financial and management accounts to guide decision making;
5. To ensure that all transactions are processed and properly accounted for through the centre accounting system and comply with all financial regulations for management of public and donor funds;
6. To prepare reports on project income and expenditure and ensure budgetary control;
7. To ensure that a sound and effective internal control system is enforced and adhered to;
8. To review documentation for payment and preparation of payment vouchers;
9. To review all travel requisitions and imprest retirement for approval and posting to the accounting system;
10. To perform any other relevant duties that may be assigned by supervisor.

**QUALIFICATIONS AND COMPETENCES:**

1. University degree in Accounting or Finance from a recognized institution. A Certified Public Accountant (CPA) qualification will be an added advantage;
2. A minimum of 4 years working experience preferably in a research environment, international or NGOs will be an added advantage;
3. Previous experience in Grants Management, experience working with QuickBooks/Vote-book or similar Accounting software will be an added advantage;
4. A team player with a strong organization, planning with ability to prioritize tasks for both self and team to meet requirements and deadlines;
5. Strong communication skills in written and spoken English and Swahili;
6. Self-motivated; able to work independently under minimal supervision to complete tasks timely and report to supervisors;
7. The applicant should be a Tanzanian not aged above 45 years of age.
8. **JOB POSITION: ARTISAN (ELECTRICAL) (1 POST)**

**JOB DESCRIPTION:**

The candidate will be responsible for maintaining and repair of all electrical equipment and installations to provide efficient electrical supply and service to the NIMR office building and the estate.

**REPORTING:**

The **Artisan (Electrical)** will report and work under the Head of Human Resource and Administration Department.

## DUTIES AND RESPONSIBILITIES:

##  To maintain and repair electrical supply systems to ensure reliable electrical supply to the centre;

## To ensure that the electrical supply system and network layouts align with prescribed national standards;

1. To ensure compliance with EHS standards to minimize risks;
2. To perform other relevant duties as may be assigned by the supervisors from time to time.

## QUALIFICATIONS AND COMPETENCES:

##  1. Holder of certificate of Secondary Education with at least a VETA Trade Test II or Certificate of Competence Level II in any of the following fields: Electrical Engineering, Domestic Electric Installation from a recognized Vocational Training Institution;

## Minimum of three years of working experience in a reputable institution;

1. Sound knowledge of electrical design and control systems;
2. The applicant should be a Tanzanian not aged above 45 years of age.
3. **JOB POSITION: ARTISAN (PLUMBER) (1 POST)**

**JOB DESCRIPTION:**

The candidate will be responsible for the institute’s plumbing works and repairs systems in the main NIMR buildings, research units; Health Center, Garage and NIMR staff Quarters.

**REPORTING:**

The Artisan (Plumbing) will report and work under the Head of the Human Resources and Administration Department.

**DUTIES AND RESPONSIBILITIES:**

1. To carry out routine plumbing related maintenance and repair works for the institute’s main office buildings, research units, Health Center, Garage and NIMR staff Quarters;
2. To carry out inspection of works and submit defect report to the centre administrator for corrective actions;
3. To design and carry out new installation of plumbing systems;
4. To maintain and repair clean and waste water system at IMR’s premises; and
5. To perform other relevant duties as may be assigned by the supervisor from time to time.

**QUALIFICATIONS AND COMPETENCES:**

1. Holder of certificate ofSecondary Education withat least aVETA Trade Test I or II in plumbing from recognized Technical Institution;
2. Have three years of working experience in Plumbing works;
3. Self-motivated; able to work independently under minimal supervision to complete tasks and report to work supervisors;
4. A team player with a strong planning and organization skills with ability to prioritize tasks for both self and team to meet requirements and deadlines;
5. The applicant should be a Tanzanian not aged above 45 years of age.

**TERMS EMPLOYMENT FOR ALL POSTS:**

Six Months to one year employment contract which may be renewed on the basis of performance and mutual agreement.

**DUTY STATION:**

The successful candidate will be based at NIMR-Mwanza centre.

**COMPENSATION**:

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

**MODE OF APPLICATION**

All applications should be enclosed with certified copies 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 advert.

Applicants are also reminded to indicate reliable day time contact information.

Only shortlisted applicants will be contacted.

Please submit your application to:

**The Centre Director,**

**NIMR Mwanza Centre,**

**P. O. Box 1462,**

**MWANZA, TANZANIA.**