

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Clinical Officer (7 posts)  
**Reports To:** Project Leader  
**Work Station(s):** Msata, Kawe, Makuburi, Bunju, Tegeta, Tandale and Kunduchi  
**Apply By:** June 15<sup>th</sup> 2022

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research and policy translation.

### Position Summary

Ifakara is looking for qualified and experienced individuals to work as **Clinical Officers**. They will be required to work in a selected health facility where they will recruit and conduct follow up on study participants including clinical care of any medical condition as presented by study participants. Also, they will supervise community health workers and ensure the smooth recruitment of study participants, therefore shall possess excellent collaborative skills to work with the health facility staff and community.

### Duties and Responsibilities

- Recruit, follow up and provide clinical care to all study participants daily.
- Ensure all study-related forms are properly and accurately filled and data is entered in electronic data capturing tools daily.
- Respond to queries, concerns and issues raised by the supervisor/principal investigator or a monitor.
- Ensure that participants' privacy and confidentiality are maintained.
- Oversee all field activities done at the site.
- Communicate with other study staff regularly at scheduled meetings and actively participate in all meetings.
- Ensure the study is done according to the working protocol and adherence to the ICH Guidelines of Good Clinical Practice (GCP).
- Maintain a close professional relationship with the government officials in the study area.
- Work with the study coordinator and PI to ensure that the study-specific SOPs are complete and are updated regularly.
- Work in a professional and ethical manner with competence, accountability and integrity.
- Supervise clinical activities at the respective health facility.
- Perform any other duties assigned by the supervisor.

### Qualification and Experience

- Diploma in Clinical Medicine.
- Fresh graduates with at least a six-month internship in clinical research are encouraged to apply.

#### Ifakara Branch

Off Mlabani Passage  
P.o. Box 53 Ifakara  
Phone: +255232931572

#### Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni  
P.o. Box 78,373 Dar es Salaam  
Phone: +255222774756

#### Bagamoyo Branch

Off Chuguni Road  
P.o. Box 74 Bagamoyo  
Phone: +255232440065

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### Skills and Competencies

- GCP qualifications, experience in clinical research including coordination of recruitment, office organization and minimal financial skills.
- Moderate computer skills including Ms. Office tools i.e., Word, Excel etc.
- Excellent collaborative skills.
- Teamwork
- Adhere to IHI core values (Transparency, Responsibility, Integrity, Flexibility Trust and Initiative).

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

### Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

### Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **17:00hrs on Wednesday, June 15<sup>th</sup> 2022**. All e-mail application subject lines should include; **CLINICAL OFFICER - CORE TRIAL. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
#5 Ifakara Street Plot 463 Mikocheni  
P.O. Box 78,373  
Dar es Salaam, Tanzania  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)

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