

VACANCY ANNOUNCEMENT

Job Summary

Position: Research Officer (1 post)
Reports To: GLP Coordinator
Work Station: Bagamoyo
Apply By: August 30th 2021

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 a qualified and experienced individual to fill a vacant position of **Research Officer** in the Vector Control Product Testing Unit. The Officer will coordinate all GLP implementation plans, including SOP organization, Quality Manual preparation and amendments.

Duties and Responsibilities

- Support the SD and TFM in coordination of all GLP implementation plans including SOP organization, Quality Manual preparation and amendments.
- Prepare and organize SOPs and approve relevant SOPs on behalf of SD.
- Ensure that relevant SOPs, logs and data sheets are available to all staff in all areas of the facility.
- Ensure that the procedures specified in the SOP are being followed adequately and ensure approved SOPs are available to all appropriate personnel.
- Ensure that all raw data generated during GLP studies is fully documented and recorded.
- Work within the laboratory to provide hands-on support, training, guidance and mentorship to laboratory-based personnel.
- Ensure all equipment is calibrated and fit for use as per schedule.
- Upload environmental data to the server.
- Assist the SD to plan, organize and supervise activities to make sure resources are used efficiently and effectively to achieve organizational goals.
- Performs routine housekeeping checks on a daily, weekly and monthly basis, to ensure high standards of regulatory compliance and cleanliness of the laboratory.
- Coordinate the procurement of consumables, reagents and materials and takes responsibility for ensuring effective stock control and that spend is kept in-line with budget.
- Lead process improvements within the GLP facilities to improve quality and performance.
- Ensure health and safety audits are performed and reported on a biannually basis.
- Prepare and present oral and written reports as required by supervisors.

Qualification and Experience

- Bsc. Degree in Molecular Biology and Biotechnology or equivalent qualification.

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

- Knowledge of GLP principles.
- Self-motivated and highly focused attitude to work.
- Good verbal and oral communication skills in Swahili and local language.
- Adhere to IHI core values (Transparency, Accountability, Respect, Integrity 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 Monday the **30th of August 2021**. All e-mail application subject lines should include: **RESEARCH OFFICER - GLP. Only shortlisted applicants will be contacted for interview.**

Human Resources Manager
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Email: recruitment@ihi.or.tz

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