IFAKARA HEALTH INSTITUTE
research | training | services

EMPLOYMENT OPPORTUNITY

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

IHI is looking for a suitably qualified candidate to fill a vacancy detailed below:

Position: Project Manager
Number: One (1)
Reports to: Principal Investigator (PI)
Department: Interventions and Clinical Trials
Location: Bagamoyo, Coast Region

Position Summary

Plasmodium falciparum reticulocyte-binding protein homolog 5 is a promising candidate malaria vaccine. The vaccine has shown to be safe and inducing antibodies that block malaria parasite invasion of red blood cells in malaria naïve adults in the UK. IHI plans to evaluate this candidate vaccine in Tanzania to determine if it's safe and can induce protective antibody response in malaria exposed adults, young children and infants.

The project is funded by the MRC, UK and conducted by IHI in collaboration with the University of Oxford. The position arranges and oversees all clinical trial activities and plays a key role in assisting the PI in recruiting study participants. The position also works closely with the PI, other study staff, sponsors, monitors and the institution, to support and provide guidance on the implementation of the study protocol**.**

Education and Experience

- An MD is required.
- Two-year of experience in malaria vaccine trials as a project coordinator and/or clinician.
- Experience in clinical trial monitoring.
- Prior experience/training in PALS and ACLS as a trainer will be an added advantage.
- A Master's degree or postgraduate diploma in clinical trials will be an added advantage.

An equivalent combination of education and experience, which provides proficiency in the areas of responsibility listed below, may be substituted for the above education and experience requirements.

Job Knowledge and Competencies

- Excellent interpersonal skills to deal effectively with clinicians, study participants, administrators, auxiliary personnel, regulators, monitors and sponsors.
- Knowledge of good clinical practice, and regulatory procedures pertaining to clinical trials in Tanzania and globally.
- Familiarity with the Microsoft Office Suite.
- Previous work with CRFs and Electronic Data Capture system.
- Excellent organizational skills to independently manage work flow.
- Ability to prioritize quickly and appropriately.
- Ability to multi-task.
- Meticulous attention to detail.

Primary Duties and Essential Functions

1. **General Administration**

- Coordinate with the PI to ensure that the clinical trial is conducted in accordance with protocol, local and international guidelines.
- Assists the PI in developing materials and tools necessary to appropriately train individuals involved in conducting the study around issues related to (but not limited to) protocol requirements and standard operating procedures.
- Maintain documentation of training.
- Assist the PI to assure that all key personnel or persons in the research project have met training requirements in accordance with GCP and international regulations.
- Coordinate and facilitate monitoring and auditing visits.
- Collaborate with the PI and sponsors to respond to any monitoring or audit findings and implement approved recommendations.
- Coordinate with accountant and administrator to ensure that all materials for trial protocol are procured on time and made available for subject enrolment.

2. **Protocol Preparation and Review**

- Review and comprehend the protocol.
- Attend investigator meetings as required or requested by the PI.
- Collaborate with the PI to prepare IRB and any other regulatory submission documents as required by the protocol.
- Prepare other study materials as requested by the PI. These study materials include, but are not limited to, the informed consent document, case report forms (CRFs), and enrolment logs.
- Establish and organize study files, including but not limited to, regulatory binders, case report forms, and study specific source documentation.

3. **Research**

- Assist the PI in communication of study requirements to all individuals involved in the study.
- Provide appropriate training and tools to study team members. Documents date of training and signatures of study personnel trained on study specific training log.
- Collects documents needed to initiate the study and submit to the sponsor (e.g. data and material transfer agreements, CVs).
- Conducts or participates in the informed consent process including interactions with the Ethics Committee and discussions with research participants, including answering any questions about the study. Ensure signatures and dates on consent forms are present and are placed appropriately. Assure that amended consent forms are appropriately implemented and signed.
- Monitor enrolment processes by ensuring completion of source documents, accurate and timely transcription and/or data entry into CRFs and the database and ensuring that regular enrolment updates are provided to the clinical team.
- Maintain study files in accordance with the protocol and international guidelines and regulations including, but not limited to, consent forms, source documentation, narrative notes (where applicable) and case report forms. Ensure all data queries are resolved.
- Maintains effective and ongoing communication with sponsor, research participants and the PI during the study.
- Works with the PI to manage the day to day activities of the study, including problem solving, communication and protocol management.

Mode of Application

- Candidates meeting the above job requirements should send their application letters with detailed curriculum vitae (CVs) showing contact address, e-mail, telephone numbers, and photocopies of academic and professional certificates to the address below.
- Email applications MUST bear a subject heading reading: **Position of Project Manager - VAC_070.** CVs without a cover letter won't be considered.
- IHI staff working in other projects may also apply, but should channel their applications through respective projects.

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.

Send your applications to:

The Chief Human Resources Officer,
Ifakara Health Institute,
P. o. Box 74,
Bagamoyo

Email: recruitment@ihi.or.tz

Note: The **deadline** for this application is **August 18, 2017.** Only **shortlisted candidates** will be contacted for interview. **Interviews will be held in Bagamoyo.**