

## VACANCY ANNOUNCEMENT

### Job Summary

<b>Position:</b>	<b>Field Interviewer (Call center) (2 posts)</b>
<b>Reports to:</b>	<b>Field Supervisor</b>
<b>Work station:</b>	<b>Dar es Salaam</b>
<b>Apply by:</b>	<b>December 21, 2018</b>

### 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

IHI is looking for Field Interviewers- Call center to fill a vacant positions in a new project on "Calcium supplementation in pregnant women" The Field Interviewers of call center will work at call center and birth hotline.

### Duties and Responsibilities

The field Interviewer will have a range of strategic functions as well as supporting functions of the Institute. This position will support and advice the field officer on key matters related to these functions:

#### ✓ **Strategic Functions:**

- ✓ To ensure the study is done according to the protocol and adherence to SOP, ICH and GCP.
- ✓ To provide support to clinical or research activities to ensure protection, rights, safety, and well – being of the study participant.
- ✓ Assist with collecting and compiling participant's information and enters the information into computer data base on a daily bases.
- ✓ To maintain close professional relationship with the government officials in the study areas
- ✓ To call participants and remind them on their scheduled clinic visit.
- ✓ To work in birth hotline and receive all delivery reports and documents
- ✓ To call and check pregnancy status in the weeks surrounding the estimated date of delivery and to maintain good relationship with participants.
- ✓ To ensure the participants privacy and confidentiality are maintained
- ✓ Undertake any other tasks that the supervisor shall reasonably required from time to time.

## Qualifications and Experience

- Form IV/VI .

## Skills and Competences

- Ability to use computer for data entry.
- Ability to work under minimum supervision but also within a team;
- Good/Excellent writing and verbal communication skills;
- Excellent attention to details;
- 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 address below. All e-mail application heading should read FIELD INTERVIEWER- CALL CENTER

All applications must be received by Thursday December 21, 2018. Applications received after the closing date won't be considered.

Note: Only shortlisted applicants will be contacted for interview.

**Chief Human Resources Officer,  
Ifakara Health Institute,  
Kiko Avenue, Mikocheni,  
P. o. Box 78373;  
Dar es Salaam.  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)**