

VACANCY ANNOUNCEMENT

Summary

Position: Assistant Nursing Officer (6 posts)
Reports to: PI/Study Coordinator
Job Nature: Contract
Location: Dar es Salaam
Apply by: February 28, 2019

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.

Assistant Nursing Officer (4 posts)

Duty Station: Dar es Salaam study hospitals (Temeke/Amana)

Position Summary

IHI is looking for Assistant Nursing Officers to fill vacant positions in the CLEAN project. The key task of the ANO is collecting research data. This is a two-month full-time job starting from March 11, 2019. The actual work will be preceded by training.

Duties and Responsibilities

- Select eligible women from the labor ward records.
- Identify selected women in the post-natal wards.
- Inform and counsel women about the study, using appropriate language and allowing time for questions.
- Obtain informed consent, including the signature of an impartial witness as necessary.
- Keep records, including phone numbers, of women selected, counselled, consented and women who decline to participate.
- Read and extract required information from the medical records of each recruited women, entering them into tablet computers.
- Undertake any other tasks that the supervisor shall reasonably require from time to time.

Assistant Nursing Officer (2 posts)

Duty Station: IHI Dar es Salaam Office

Position Summary

IHI is looking for Assistant Nursing Officers to fill vacant positions in the CLEAN project. The key task of the ANO is collecting research data. This is a three-month full-time post, starting from March 2019. The actual work will be preceded by a training.

info@ihi.or.tz | www.ihi.or.tz

Ifakara Branch
 Off Mlabani Passage
 P.o. Box 53 Ifakara
 Phone: +255232625164

Dar es Salaam Office
 Plot 463, Kiko Avenue, Mikocheni
 P.o. Box 78,373 Dar es Salaam
 Phone: +255222774756

Bagamoyo Branch
 Inside District Hospital
 P.o. Box 74 Bagamoyo
 Phone: +255232625164

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Duties and Responsibilities

- Conduct short telephone interview to approximately 20-20 postpartum women per day.
- Receive weekly documentation about newly recruited women.
- Maintain a diary to ensure each woman is telephoned at day 7 and day 30 postpartum.
- Ensure each woman is telephoned on 3 subsequent occasions; if there is no answer, arrange an appropriate time to telephone again in case the woman is busy, and ensure the follow up call is made.
- Conduct interviews and make sure that each question is understood and answered thoroughly.
- Record responses straight onto a tablet.
- Records any woman requiring support for depression or distress and telephone the hospital social welfare team with the details.
- Undertake any other tasks that the supervisor shall reasonably require from time to time.

Qualification and Experience

- **Essential**
 - ✓ Diploma in Nursing.
 - ✓ Previous research experience, including in quantitative data collection.
- **Desired**
 - ✓ Experience working in maternal department.
 - ✓ Experience working with tablet/apps for data collection.
 - ✓ A certified Nurse by MOHCDEC with a working experience in maternity for more than 15 years is an added value.

Skills and Competences

- Computer skills (Word, spreadsheet, data entry).
- Excellent inter-personal skills.
- Ability to work accurately, diligently and independently.
- Excellent Kiswahili and good English language skills.
- Adhere to IHI core values (Transparency, Accountability, Respect, Integrity and Initiative).

Remuneration

An attractive and competitive remuneration package will be offered to a successful candidate 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 recruitment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

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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. **The deadline for this application is 1700hrs Monday, February 28 2019.**

Please, indicate on the application envelope or email subject line the position you are applying for: **ASSISTANT NURSING OFFICER.**

**Human Resources Manager,
Ifakara Health Institute,
Kiko Avenue, Mikocheni,
P. o. Box 78373,
Dar es Salaam.
Email: recruitment@ihi.or.tz**



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