

VACANCY ANNOUNCEMENT

Job Summary

Position: Administrative Assistant
Reports To: Project Manager
Work Station: Bagamoyo
Apply By: 27th February 2024

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, service delivery and policy translation.

Position Summary

The administrative Assistant will be responsible for all day-to-day administrative and human resources-related activities in the division including reporting, logistics, and procurement activities.

Duties and Responsibilities

- Perform day-to-day follow-ups to ensure the actual implementation of new programs under the research division.
- Coordinate and manage imprest request and retirement for project staff
- Coordinate with other administrators to ensure smooth flow of activities and that all the projects get the support they need.
- Administrative Support i.e. Photographing, Scanning and printing if needed
- Preparation for and providing logistical support to ensure the success of all major scientific meetings conducted internally.
- Coordinate the development of quarterly scientific reports from the research division, and ensure effective communication of the same with all scientists.
- Scan, file, mail and populate the required documents accordingly.
- Ensure participant privacy and confidentiality are maintained
- Ensuring patient compensation and transportation of Schedule and Unscheduled Visit
- Cooperate with all Facility staff.
- Performs any related duties as requested.

Qualification and Experience

- Diploma in Public/Business Administration/Sociology or any related field
- Should be computer literate with basic managerial skills.
- The applicant must have 1-year experience in clinical research

Skills and Competencies

- A team player with excellent written and oral communication skills.
- Capable of using a computerized management system.
- Capable of multitasking while remaining enthusiastic, diplomatic and welcoming.

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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- Flexible, open to change and supportive of others, and with good interpersonal and organizational skills.

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 Tuesday, February 27, 2024**. All e-mail application subject lines should include: **Administrative Assistant – DYNAMIA Study. Only shortlisted applicants will be contacted for 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

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