

VACANCY ANNOUNCEMENT

Job Summary

Position: Administrator/Intern (1 post)
Reports To: Unit Leader
Work Station: Dar es Salaam
Apply By: October 21, 2022

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

Ifakara Health Institute is seeking a qualified candidate to join the Research Management team as **Administrator** through an internship program. The admin 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 with departmental administrators to ensure smooth flow of activities and that all the projects get the support they need.
- 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.
- Performs any related duties as requested.

Qualification and Experience

- A diploma/advanced diploma/degree in Administration/Sociology/Project Management.

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.
- 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.

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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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 Friday, October 21, 2022**. All e-mail application subject lines should include: **ADMIN/INTERN – RESEARCH MANAGEMENT. Only shortlisted applicants will be contacted for an 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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