

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Assistant Nursing Officer Intern (3 Posts)  
**Reports To:** Project Leader  
**Work Station:** Bagamoyo  
**Apply By:** 20<sup>th</sup> of August 2025

### 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 (IHI)** seeks qualified and experienced **Assistant Nursing Officer** interns to work at the Clinical Trials Facility. They will be required to work in a selected clinical trial site where recruitment and scheduled follow up visits for study participants will be conducted. Their primary roles will include provision of general nursing care of any medical condition as presented by study participants.

### Duties and Responsibilities

Assistant Nursing Officer Intern is expected to perform the following duties:

- Participate and contribute in the design of data collection tools such as source documents and case report forms.
- Educate volunteers on the study by using approved study information tools.
- Obtain informed consent from the study participants or their parents/guardians.
- Performs and document vital sign and anthropometry assessment.
- Collect and label blood, serum, urine and other specimens from study participants for analyses as described in the protocol or as requested by study clinicians.
- Assist senior study nurse in developing work flow procedures and duty roster during clinical trial implementation
- Give counsel to volunteers with respect to medical conditions and provides appropriate guidance related to research activities, Collect and document data as defined in the study protocols.
- Assess patient needs in order to diagnose, plan and implement appropriate nursing care for participants in clinical trials in accordance to the treatment guidelines.
- Take patients' vital signs. Serve and/or feed patients if needed.
- Ensure all study participants are aware of their rights and have signed consent forms.
- To maintain relevant medical records on participants, treatment as may be required
- Performs other nursing and midwife duties.
- Proven working experience in clinical facility setting.
- Carry out additional duties as assigned by project leader.

#### Ifakara Branch

Off Mlabani Passage  
P.O. Box 53 Ifakara  
Phone: +255232931572

#### Dar es Salaam Office

Plot 463 Mikocheni  
P.O. Box 78,373 Dar es Salaam  
Phone: +255222774756

#### Bagamoyo Branch

Kingani Area  
P.O. Box 74 Bagamoyo  
Phone: +255232440065

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### Qualification and Experience

- Diploma certificate in Nursing and Midwifery.
- Enrolled and allowed to practice by the TNMC.

### Skills and Competencies

- Basic digital skills including Microsoft Office and Data management tools.
- Time management to establish priorities and planning the project timelines.
- Knowledge of good clinical practice (GCP).
- Self-motivated individual who is able to work with minimal supervision.
- Effective communication, collaborative and problem-solving skills.
- Able to meet deadlines.
- Good oral communications in English and Swahili.
- Adhere to IHI core values (Integrity, Initiative, Excellence, Equity and Accountability).

### 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 **1630hrs (EAT) on Wednesday, 20<sup>th</sup> August 2025**. All e-mail application subject lines should include: **ASSISTANT NURSING OFFICER INTERN – ACHIEVE**. **Only shortlisted applicants will be contacted for interview.**

Senior Human Resources and Administration Manager  
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Dar es Salaam, Tanzania  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)

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