

VACANCY ANNOUNCEMENT

Job Summary

Position: Assistant Field Officer (Intern) – 2 posts
Reports To: Community Engagement Coordinator
Work Station: Bagamoyo
Apply By: 16th July, 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) is seeking a qualified and experienced **Assistant Field Officer (Intern)** who will work closely with the Community Engagement team, Project Coordinator, and Project Leader to support community engagement activities in Bagamoyo. They will also assist with field coordination, contribute to community sensitization and participant recruitment for the targeted studies, and carry out other tasks related to the engagement process or as assigned by the supervisor.

Duties and Responsibilities

- Build trust, better communication and improve the overall outcome of the project's succession.
- Enhance protection, benefits, create legitimacy, and share responsibility—that is facilitated through the incorporation of a community's views and its participation in research.
- Engage a community in the discussion to increase everyone's level of awareness, allowing individuals to advocate for their ideas and offers a format to gather advice or guidance based on the community's expertise and experiences.
- Engage the community at the beginning and throughout the project to be (i) more receptive to the outcome, (ii) implement change and (iii) maintain long-term partnerships with the community.
- Support the study and community engagement coordinators in planning, organizing, and coordinating study work including establishing and maintaining linkages with participating health facilities in the field and other key community stakeholders.
- Support in sensitization and recruitment of the intended studies and any other activities related to the community engagement process.
- Support the project leader in proposal development, data collection, analysis, and management.
- Monitor participants' satisfaction and complaints through the systematic collection of their views using customized feedback forms and liaise with the relevant study staff to address any concerns.
- Assist in training of staff involved in research on the use of data collection tools such as interview guides.
- Perform other duties assigned by supervisor.

Ifakara Branch

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

Dar es Salaam Office

Plot 463 Mikocheni
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Phone: +255222774756

Bagamoyo Branch

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

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Qualification and Experience

- A Certificate or Diploma in Social Works, Community Development or related fields.
- Previous experience in community engagement activities.

Skills and Competencies

- Excellent communication skills.
- Cultural competence of the rural communities.
- Be fluent in Kiswahili and English languages.
- Basic digital skills including Ms. Office and Data management tools.
- Adhere to IHI core values (Integrity, Initiative, Equity, Excellence, 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 **17:00hrs (EAT) on Wednesday, July 16th 2025**. All e-mail application subject lines should include: **ASSISTANT FIELD OFFICER – BNT000-003. Only shortlisted applicants will be contacted for an interview.**

The Senior Human Resources and Administration Manager
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