

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Clinical Officer (2 Posts)  
**Reports To:** Project Leader  
**Work Station:** Bagamoyo  
**Apply By:** March 8<sup>th</sup> 2023

### 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** seeks qualified and experienced individuals to work as **Clinical Officers** at the Clinical Trials Facility in Bagamoyo. They will be required to work at selected clinical trial sites where they will recruit and conduct follow ups on study participants including clinical care of any medical condition as presented by study participants.

### Duties and Responsibilities

- Treat patients according to National Guidelines for Clinical Management, Standard Treatment Guidelines and Local guidelines.
- Review laboratory results and resolve queries related to data collected.
- Attend internal and external meeting conducted at facility during study conduct.
- Attend two Departmental Meeting in each financial year.
- Participate in the development of study standard operating procedure and study documents.
- Recruit, follow up as study scheduled as specified by each protocol and SOPs.
- Ensure that protocol standard operating procedures and all related study documents are well communicated and duly followed by all personnel involved in the trial.
- Ensure that all ethical concerns in the protocols approved by the review board are duly followed in the trial.
- Supervise study procedure and ensure that all are done well as per approved protocol ICH Guidelines and relevant local regulation (National Institute of Medical Research and Tanzania Food and Drug Authority).
- Work in professional and ethical manner accountability and integrity.
- To attend community sensitization meeting to recruit study volunteer.
- Carry out additional duties as assigned by the Project Leader.

### Qualification and Experience

- Diploma in clinical medicine.
- At least one year of working experience.
- Enrolled and allowed to practice as clinical officer by the Medical Council.

#### 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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### Skills and Competencies

- Time management to establish priorities and planning the project timelines.
- Knowledge of good clinical practice (GCP).
- Excellent computer skills.
- Self-motivated individual who is able to work with minimal supervision.
- Effective team work.
- Effective communication, collaborative and problem-solving skills.
- Able to meet deadlines.
- Good oral communications in English and Swahili.
- Adhere to IHI core values (Transparency, Accountability, Respect, Integrity and Initiative)

### 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 **17:00 hours on Wednesday March 8<sup>th</sup> 2023**. All e-mail application subject lines should include: **CLINICAL OFFICER – LMI PROJECT. Only shortlisted applicants will be contacted for interview.**

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### 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](mailto:recruitment@ihi.or.tz)

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