

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Clinical Officer Intern (4 Posts)  
**Reports To:** Project Leader  
**Work Station:** Bagamoyo  
**Apply By:** 20<sup>th</sup> 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 **Clinical Officer** interns who will 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 clinical care of any medical condition as presented by study participants.

### Duties and Responsibilities

Clinical Officer Intern is expected to perform the following duties:

- To attend community sensitization and retention meetings for study volunteer.
- Treat patients according to National standard treatment guidelines.
- To review laboratory results and resolve queries related to data collected.
- To attend internal and external meeting conducted at facility during study conduct.
- To attend departmental meetings in each financial year.
- To participate in the development of study standard operating procedure and study documents.
- Conduct recruitment, follow up visits and retention meetings as specified by each protocol and SOPs.
- To ensure that protocol, standard operating procedures and all related study documents are well communicated and duly followed by all personnel involved in the trial.
- To ensure that all ethical concerns in the protocols approved by the review board are duly followed in the trial.
- Supervise study procedure and ensuring that are all done well as per approved protocol ICH Guidelines and relevant local regulation (National Institute of Medical Research and Tanzania Food and Drug Authority).
- To work in professional and ethical manner accountability and integrity.
- Build trust, better communication and improve the overall outcome of the project's succession.

#### 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  
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Phone: +255232440065



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- Support 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.
- Carry out additional duties as assigned by project leader.

### Qualification and Experience

- Diploma in clinical medicine
- Enrolled and allowed to practice as clinical officer by the Medical Council of Tanganyika.

### 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: **CLINICAL OFFICER INTERN – ACHIEVE. Only shortlisted applicants will be contacted for interview.**

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Human Resources Manager  
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