

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Research Officer - Insectary (1 Post)  
**Reports To:** Project Leader  
**Work Station:** Bagamoyo  
**Apply By:** 21<sup>st</sup> June 2024

### 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 and policy translation.

### Position Summary

The **Ifakara Health Institute** is looking for qualified **Research Officer** to join the Insectary in Bagamoyo. He/she will ensure that the delegated phases of the study are conducted in accordance with agreed protocols and that high-quality data and reports are produced on time and to the satisfaction of the sponsor where applicable following the principles of GLP. Providing leadership in the ITF and Ensure GLP work in the testing area is completed following SOPs.

### Duties and Responsibilities

- Assist in developing study plan/protocol and any amendments to the study plan/protocol.
- Ensure that study plans, amendments and SOPs are available to all involved study personnel and that they are adhered to.
- Ensure that the procedures specified in the study plan are followed inform the study director and take appropriate corrective action if deviations from SOPs or study plans occur during the conduct of the study.
- Ensure that all raw data generated are fully documented and recorded accurately
- Assist in writing the final report and ensure the validity of the data in compliance with principles of GLP.
- Prepare and present oral and written reports as required by Project leader or Test Facility Manager.
- Ensure that study plans, amendments and SOPs are available to all involved study personnel.
- Ensure that the procedures specified in the study plan are followed and assess and document the impact of any deviations from the study plan on the quality and integrity of the study and take appropriate corrective action if necessary; acknowledge deviations from SOPs during the conduct of the study.
- Ensure that computerized systems used in the study have been validated and all equipment are calibrated and fit for use.
- Ensure that after completion (including termination) of the study, the study plan, the final report, raw data and supporting material are archived.
- Ensure the appropriate storage of equipment's, supplies and records in the testing area

#### 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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- Ensure different applicable data forms, logs and checklists are maintained and up to date in the correct areas of the testing area.
- Set, measure, document and track testing operational performance against goals.
- Ensure the testing laboratory operates safely and efficiently, including routine maintenance of equipment.
- Maintain equipment records and follow up on testing activities as dictated by set of SOPs.
- Support development and delivery of internal training and internal communication to SD

### Qualification and Experience

- Bachelor's degree of Science in Biology
- Experience in Data analysis by using STATA
- Experience in GLP studies and report writing
- Phase one experiments

### Skills and Competencies

- Excellent communication skills both written and verbal,
- Ability to work as part of the team and independently,
- Computer skills (Microsoft office (MS Word, Excel, PowerPoint,). Skills on STATA, etc.

### 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 on Friday, June 21, 2024**. All e-mail application subject lines should include: **[Research Officer – Insectary Bagamoyo]**. **Only shortlisted applicants will be contacted for interview.**

Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
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Dar es Salaam, Tanzania

Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)



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