

MUHUMBILI UNIVERSITY OF HEALTH OF HEALTH & ALLIED SCIENCES

**EXCITING EMPLOYMENT OPPORTUNITY FOR IMMEDIATE KANGAROO
MOTHER CARE (I-KMC) Project Muhimbili**

1. Nurse assistants (2 POST)

Reports to Site Supervisor and Site Coordinator-IKMC PROJECT

A. ROLES & RESPONSIBILITIES FOR THE PROJECT

- Calling and scheduling patients for assessment visits.
- Coordinating of patients visits through various assessments.
- Scheduling home visits
- Perform any other research activities as assigned by the Principal Investigator or his/her designate.
- Maintain disciplined behavior and proper conduct in rendering services to his/ her assignees
- Assurance that personal and confidential information is restricted to those entitled to know

B. QUALIFICATION, SKILLS & EXPERIENCE

- Successfully completed Ordinary “O” Level Secondary Education with PASSES in Kiswahili and English.
- Possession of a valid Good clinical practice (GCP) certificate is an added advantage
- Good problem solving skills
- A valid Nursing assistant certificate with at least 2 years experience
- Experience with research environment especially in maternal and child health
- Available to start work immediately
- Good communication skills
- Ability to maintain patient confidentiality
- Professional work ethic including efficiency and punctuality
- Ability to work with minimal instruction.
- Ability to work collaboratively with fellow research assistants
- Ability to record research data accurately
- Fluency on English and Kiswahili.
- Possess good writing and verbal communication skills

2. Driver (1 POST)

Report to the Principal Investigator –IKMC PROJECT

A. ROLES AND RESPONSIBILITIES FOR THE PROJECT.

1. To ensure provision of reliable and safe driving services by driving project vehicle, visitors and delivery
2. Ensure the availability and maintenance of all the required documents such as logbooks, vehicle insurance and necessary spare parts in the assigned vehicle.
3. Responsible for safekeeping of the vehicle and tools entrusted to him/ her.
4. Maintain cleanliness of the vehicle and tools.
5. Maintain disciplined behavior and proper conduct in rendering services to his/ her assignees.
6. Report promptly any defect or problems detected in the vehicle.
7. Perform any other research duties assigned to him/her by the principle investigator or his designate.
8. Assurance that personal and confidential information is restricted to those entitled to know
9. Ensure good knowledge of streets and location of patients residents

QUALIFICATION, SKILLS & EXPERIENCE

- Successfully completed Ordinary “O” Level Secondary Education with PASSES in Kiswahili and English.
- Possession of driving Certificate from recognized Institutions such NIT or VETA will be an added advantage.
- At least four years of working experience as a Driver.
- Professional work ethic including efficiency and punctuality.
- Safe driving record.
- Knowledge of driving rules and regulations and skills in minor vehicle repair.
- Excellent interpersonal and organizational skills.
- Fluency on English and Kiswahili.
- Possess good writing and verbal communication skills.
- Must have a valid Class “C” Driving License

3. REGISTERED NURSE OFFICER/MIDWIFE - (3 POSTS)

Reports to Site supervisor and site coordinator

A. ROLES AND RESPONSIBILITIES

- Obtain informed consent.
- Assess anthropometric measurements.
- Visit study participants and complete HOME questionnaire.
- Perform PHQ9 assessment.
- Perform any other research activities as assigned by the Principal Investigator or his/her designate.
- Maintain disciplined behavior and proper conduct in rendering services to his/ her assignees
- Assurance that personal and confidential information is restricted to those entitled to know

B. QUALIFICATION, SKILLS & EXPERIANCE

- Successfully completed Ordinary “O” Level Secondary Education with PASSES in Kiswahili and English.
- Diploma in Nursing /Midwifery with at least 2 years experience
- Experienced in working on research projects especially in maternal and child health
- Experience in using tablet for data collect or ability to learn fast
- Ready to learn the skills required for neurodevelopmental assesment of children
- Possession of a valid Good clinical practice (GCP) certificate is an added advantage
- Good problem solving skills Possess Good communication skills
- Ability to maintain patient confidentiality
- Professional work ethic including efficiency and punctuality
- Ability to work independently with minimal supervision.
- Ability to work collaboratively with fellow research assistants
- Ability to record research data acurately and with no falsification
- Fluency on English and Kiswahili.
- Possess good writing and verbal communication skills

4. DATA CLERKS (2 POST)

Report to Data manager –IKMC PROJECT

A. ROLES AND RESPONSIBILITIES FOR THE PROJECT.

- Adhere to the institutional policies and procedures surrounding the safety and protection of human participants
- Assure participant privacy and confidentiality according to institutional regulations.
- Ensure the accuracy, safety and confidentiality of data by following policies and procedures
- Ensure the proper collection of completed and verified CRFs from the research assistants stationed in the labour ward and neonatal unit.
- Transfer data from paper CRF into redcap database system in an accurate and timely manner
- Perform double data entry from all the patient CRFs
- Communicate the data queries to the respective research teams and the data manager where applicable
- Send a list of patient due for follow on a daily basis to the outcome assessment and follow up teams.
- Perform regular backups to ensure data preservation
- Sort, organize and store all CRFs after entering data to ensure they are not lost
- Retrieve data from the database as requested by PI or a co PI

B. QUALIFICATION, SKILLS & EXPERIENCE

- Successfully completed Ordinary “O” Level Secondary Education with PASSES in Kiswahili and English.
- Degree in Information Technology/Advance Diploma in an information technology, health information management or scientific discipline or an equivalent combination of relevant experience and education / training.
- Previous experience in data management in quantitative research environment desirable.
- Excellent database computing skills, including a high level of competency in the use of Microsoft Access (including the creation of databases, queries, forms etc.), Excel and Word.
- Excellent organizational skills; attention to detail and a focus on quality and innovation.
- Ability to priorities work, exercise initiative and work with minimal direction.
- Ability to work independently and collaboratively with colleagues, including research scientists.

5. PART TIME MEDICAL OFFICER (2 POSTS)

Reports to Co-investigators and Principal Investigators -KMC PROJECT

A. Roles and Responsibilities

- Perform vision and hearing screening to all study participants.
- Perform Epilepsy screening
- Perform any other research activities as assigned by the Principal Investigator or his/her designate.
- Maintain disciplined behavior and proper conduct in rendering services to his/ her assignees
- Assurance that personal and confidential information is restricted to those entitled to know

B. QUALIFICATION, SKILLS & EXPERIENCE

- Successfully completed Ordinary “O” Level Secondary Education with PASSES in Science subjects, Kiswahili and English.
- Doctor of Medicine degree with at least 2 years experience
- Experienced in working on research projects especially in maternal and child health is an added advantage
- Experience in using tablet for data collect
- Excellent clinical background in pediatrics
- Working as a parttime medical office at MNH within the department of pediatrics
- Experience with the developmental milestone assessment
- Excellent communication and counseling skills
- Ability to work independently as well as with a team
- To start immediately when required

DURATION OF THE ASSIGNMENT

One-year contract with possibility of extension; subject to candidate’s performance and availability of fund for all positions.

Application Procedures:

MODE OF APPLICATION

Interested candidates should apply in confidence to the Undersigned enclosing:

1. Signed application letter outlining their suitability as per the job description
2. CV
3. Photocopies of relevant Certificates and Transcripts
4. Names and addresses of three (3) Referees
5. Mode of communication, e.g. telephone, e-mail, fax etc.

Interested applicants should submit their applications to the;

Directorate of Human resource office at MUHAS and address it to: Principal Investigator, DR AUGUSTINE MASSAWE, EMAIL: draugustinemassawe@gmail.com . P. O. Box 65001, Dar Es Salaam.

NOTE

- The position will be based in Dar es Salaam at the I- KMC study MUHIMBILI.
- Only shortlisted candidates will be contacted for interview

“IMMEDIATE KANGAROO MOTHER CARE PROJECT is equal opportunity employer”.

DEADLINE

The closing date for the application is 20th September 2019.