

VACANCY ANNOUNCEMENT

Job Summary

Position: Human Resource Officer (Intern) – 1 post
Reports To: Senior HR and Administration Manager
Work Station: Dar es Salaam
Apply By: October 17, 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, service delivery and policy translation.

Position Summary

Ifakara Health Institute seeks a qualified and experienced **Human Resource Officer Intern**. The Human Resource Officer Intern will provide HR support/service to staff, this will include but not be limited to recruitment processes, leave and timesheets management, health insurance, etc.

Duties and Responsibilities

1. Maintenance of the staff database:

- Ensure that regular updates are being done to the temporary, collaborators, Interns, and Volunteer database.
- Custodian of staff personnel files makes sure that all necessary documents are filed in the respective files.

2. HR support:

- Liaise with unit leaders and grants office before issuing temporary, collaborator, Intern, and volunteer contracts.
- Prepare staff contracts and ensure timely signing of the contract and filling/upload of the same in employees' files/system.
- Organize and prepare for the recruitment of staff, advertisement, shortlisting, placement, and induction of new staff.
- Prepare and Submit a list of new staff to the Higher Education Students Loan Board monthly
- Assist the unit by responding to staff inquiries, regarding HR policies, employee benefits and other HR-related matters.
- Review timesheet reports and make follow-ups to staff.

3. Responsible for the staff welfare:

- Ensure new staff have medical insurance cards.
- Process the Maafa fund for staff in case of death and ensure that new employees are aware of the Maafa fund.

4. Perform any other job-related duties that may be assigned by supervisor.

Ifakara Branch

Off Mlabani Passage
P.o. Box 53 Ifakara
Phone: +255232625164

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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Qualification and Experience

- A degree in Human Resources, Business Administration, or a related field.

Skills and Competencies

- Excellent administrative and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently as well as part of a team.
- Willingness to learn and adapt in a fast-paced environment.
- 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 on Thursday, October 17th 2024**. All e-mail application subject lines should include: **HUMAN RESOURCE OFFICER – INTERN. Only shortlisted applicants will be contacted for an interview.**

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

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Job Summary

Position: Data Officer – 1 post
Reports To: Project Leader
Work Station: Ifakara
Apply By: October 16, 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, service delivery and policy translation.

Position Summary

Ifakara Health Institute seeks a qualified and experienced **Data officer**. The Data Officer will be responsible for data management according to the Kilombero and Ulanga Antiretroviral Cohort (KIULARCO) and the National AIDS Control Program and other research databases within the Chronic Diseases Clinic of Ifakara (CDCI)/Heart and Lung Clinic.

Duties and Responsibilities

- Work on quality control/assurance of the KIULARCO data and other research databases within the CDCI and Heart and Lung Clinic.
- Responsible for data management according to the KIULARCO and the National AIDS Control Program and other research databases within the CDCI/Heart and Lung Clinic.
- Participate in data processing, and reporting within different research projects within the KIULARCO as assigned by Senior Project Statisticians.
- Management of KIULARCO, NACP, and other research databases of CDCI and collaborative projects (supervising correct data entry by other team members, quality control, and data extraction) with close collaboration with the Data Manager.
- Responsible for overseeing the addressing of KIULARCO and/or NACP data queries.
- Assist ongoing KIULARCO projects with data analysis, interpretation and reporting, and participate in the writing of publications within KIULARCO and collaborative projects.
- Prepare HIV care/ART quarterly reports for the district/national authorities and the KIULARCO monthly and annual reports.
- Assist the Heart and Lung Clinic in the maintenance of the cohort of patients with chronic heart and lung diseases.
- Actively participate in journal clubs and contribute to quality control sessions.
- Train the team through presentations and individual consultations on statistical concepts and data management.
- Attend and/or conduct all compulsory CDCI and IHI meetings.

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- Attend seminars, meetings, workshops, training, conferences, or activities organized by the government of Tanzania, MOH, regional, district and major implementing partners if needed.
- Assist in planning, coordinating, and supporting research activities organized by IHI and other partners.
- Perform any additional tasks as assigned by the Project Leader and/or site Director of IHI and/or Director of St. Francis Referral Hospital (SFRH) and/or Project Statisticians.

Qualification and Experience

- A degree in Computer Science, Data Science, Information Systems, Statistics or Mathematics.
- Familiarity with database management tools (e.g. SQL, ODK, OpenMRS, REDCap, etc).
- Basic to intermediate programming language.
- Knowledge of data governance (understanding data privacy, security and quality standards).
- Prior experience in data management for at least 2 years.
- Previous employment/volunteer ship in a research institution is an added advantage.

Skills and Competencies

- Ability to conduct activities for database management and able to do data extraction.
- Ability to work under minimum supervision but also within a team.
- Excellent writing and verbal communication skills.
- Excellent attention to detail.
- Interest in research.
- Adhere to IHI core values (Integrity, Initiative, Equity, Excellence, Accountability).

Remuneration

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Human Resources Manager

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