MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES

CAREER OPPORTUNITIES FOR MULTILINK RESEARCH PROJECT

Positions

1. **S**tudy Coordinator: 1 Post
2. Social Scientist: 1 Post
3. Research Assistants: 18 Posts

Duration of project

February 2025 – February 2027 (24 months)

PROJECT SUMMARY

Muhimbili University of Health and Allied Sciences is inviting applications from suitably qualified Tanzanian to be considered for employment in the positions **for the research project titled: Multimorbidity-Associated Emergency Hospital Admissions: A "Screen and Link" Strategy to Improve Outcomes for High-Risk Patients in Sub-Saharan Africa,** funded by the National Institute for Health Research (NIHR) Global Health Research grant to the Department of Emergency Medicine. The Multilink Trial is a multicentre parallel cluster randomised controlled trial of an enhanced diagnostic and treatment intervention to identify and control three primary chronic disease presentations (HIV, hypertension, and diabetes) and reduce the risk of hospital readmission and death 90 days after index admission. Nested within this will be process evaluation work to identify bottlenecks to diagnosis and management of multimorbidity, to observe healthcare interactions and to develop a structured understanding of healthcare delivery along the continuum of care in intervention and usual care facilities

POSITION DESCRIPTION

STUDY COORDINATOR

The Study Coordinator will play an essential role in supporting the successful planning, implementation, and monitoring of a clinical trial focused on non-communicable diseases (NCDs), such as diabetes, hypertension, and chronic kidney disease (CKD). The coordinator will serve as a liaison between investigators, clinical staff, sponsors, and other stakeholders, ensuring the study adheres to regulatory guidelines, timelines, and quality standards in ***Dar es Salaam and Pwani regions***.

Responsibilities:

1. Project Planning and Organization:

- Coordinate and schedule meetings with research teams, investigators, and external stakeholders.
- Support ethical and regulatory submission processes, including Institutional Review Board (IRB) applications and amendments.

2. Operational Oversight:

- Monitor trial progress, ensuring compliance with study protocols, Good Clinical Practice (GCP), and local regulatory requirements.
- Develop and maintain trial documentation, including study files, monitoring plans, and site-specific records.
- Collaborate with trial sites to ensure smooth study implementation and resolve operational issues.

3. Communication and Coordination*:*

- Serve as the main point of contact between trial sites, sponsors, data management teams, and investigators.
- Facilitate regular updates and reporting on trial status to key stakeholders.
- Coordinate and track recruitment efforts, retention strategies, and participant follow-ups.

4. Data Management and Reporting:

- Support data collection, entry, and quality checks to ensure accuracy and completeness of clinical and qualitative trial data.
- Assist in preparing progress reports
- Collaborate with data manager and research assistants to address data discrepancies.

5. Training and Supervision:

- Organize training sessions for site staff on trial protocols, GCP, and data collection procedures.
- Provide guidance and oversight to research assistants or clinical site staff involved in the trial.

6. Risk Management and Compliance:

- Identify potential risks and issues, proposing mitigation strategies to ensure study continuity.
- Ensure compliance with safety monitoring and reporting adverse events in line with study protocols and ethical guidelines.

Qualifications and Requirements:

1. **Educational Background:**
   - Medical Doctor and/or master's Level Training in a Health Sciences Field (e.g., Public Health, Epidemiology)
   - Completed training program; preferably with minimum of 2 years working experience.
   - For Medical Doctor applicants—current medical license to practice
2. **Experience*:***
   - At least 2 years of experience coordinating clinical trials or research projects, preferably in NCDs.
   - Familiarity with clinical trial regulations, including GCP and local regulatory requirements.
   - Experience with multi-site or multi-country trials is an added advantage.

3. ***Skills:***

   - Strong organizational and time management skills.
   - Excellent written and verbal communication.
   - Proficiency in data management systems, Microsoft Office, and REDCAP for data collection.
   - Ability to work independently and in cross-functional teams.
   - Detail-oriented with a focus on accuracy and compliance.

4. ***Key Performance Indicators (KPIs):***
   - Adherence to trial timelines and milestones.
   - Accuracy and completeness of trial documentation.
   - Participant recruitment and retention rates.
   - Compliance with ethical and regulatory standards.

SOCIAL SCIENTIST

POSITION FUNCTION (PURPOSE):

The Social Scientist will be a full-time post based at Tanzania with some field visits to District Hospitals to support data collection. The position holder will lead the qualitative and quantitative process evaluation of Multilink Trial in 6 District Hospitals. They will supervise a team of Field Research Assistants to conduct qualitative and quantitative interviews, observations and hospital assessments. They will lead in the analysis, reporting, publication and dissemination of the process evaluation findings. They will work in close collaboration with the Study Coordinator, the Study Clinical Lead, Study Site Investigators and the Research Nurses. They will also collaborate with study partners in Tanzania in a cross-country analysis and reporting.

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KEY ACCOUNTABILITIES/RESPONSIBILITIES:

Technical

Lead implementation of the qualitative and quantitative process evaluation of the Multilink Trial. This will include working with the broader Multilink team to:

1. Lead the development of relevant data collection tools for the qualitative and quantitative process evaluation of Multilink trial.
2. Lead the team of Field Research Assistants in longitudinal data collection including in-depth interviews, patient exit interviews, observations, drug stock audits, hospital assessments.
3. Develop data analysis templates for coding and extracting data from various qualitative data sources.
4. Lead on the analysis of qualitative and quantitative data for the process evaluation of the Multilink trial.
5. Collaborate with Multilink consortium partners in Tanzania for a cross-country data analysis, reporting and publications.
6. Participate in work package and study meetings for both process evaluation and the main trial with all study investigators.
7. Lead on the drafting of study report in collaboration with the study investigators, for later dissemination
8. Lead on the drafting of research papers and submission to identified and agreed journals
9. Lead on development of policy briefs for local, national and international policy stakeholders.
10. Participate in dissemination workshops of the research findings at national and international levels.
11. Ensure adherence to ethical standards and guidelines in all research activities.
12. Provide additional support for the project as requested and attend all relevant meetings.

Health and Safety.

- Ensuring the attendance of all scheduled and mandatory Health and Safety programs for section team members.
- Ensuring that Health and Safety rules are always followed within the section.
- Participate in health risk management exercises.
- Notify the line manager on all accidents and potential hazards.

Safeguarding

- To be well knowledgeable of the Tanzania safeguarding policy/provisions and act in accordance with these at all times.

RESEARCH ASSISTANTS

We are looking for motivated individuals to fill the position of Research Assistant for the Multilink research project at the multiple district hospitals in ***Dar Es Salaam and Pwani region***. The research project is a clinical trial on multifaceted interventions to patients suffering from multimorbidity during the emergency assessment to optimize immediate treatment and ensure post-discharge linkage to appropriate care. This position offers clinical research experience for those interested in pursuing a clinical career. They will work in close collaboration with the Study Coordinator, the Study Clinical Lead, Study Site Investigators and the Research Nurses

Job Responsibilities

- Perform measurements and collect medical data
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- Provide support for research staff
- Select a place to conduct interviews and obtain permission from all participants
- Recruit, schedule and conduct qualitative and quantitative interviews
- Write reports to summaries data and the implications of the results
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
- Perform other duties and responsibilities that project supervisors may assign

Skills and Experiences

- Strong organizational and data management skills.
- Ability to work under tight time constraints while handling multiple responsibilities.
- Tact, discretion, and sound judgment in handling confidential information.
- Basic computer skills, including MS Office (Word, Excel, PowerPoint, and Spreadsheets).
- At least 1 year of experience in qualitative and quantitative research activities.
- Extensive experience in collecting qualitative and quantitative data in health research including conducting in-depth interviews, observations and surveys.
- Experience in translation and transcription of audio recordings and coding of qualitative data
- Experience working and engaging effectively with a cross section of community and local stakeholders including patient groups and healthcare workers

Qualifications

- Diploma or bachelor's degree in medicine, Nursing, Pharmacy, or Medical Laboratory Science.
- Completion of an internship and registration with a recognized professional council.

GENERAL CONDITIONS FOR ALL POSTS:

1. Applicants must be citizen of Tanzania.
2. Applicants must attach an up-to-date **Curriculum Vitae (CV)** and **Letter of motivation** including reliable contact information (postal address, email, and telephone numbers) in **PDF format**.
3. Applications should be based on the information provided in this advertisement.
4. The **title of the position** being applied for must be clearly indicated in the **email subject line** (e.g., *Project Coordinator for MULTILINK RESEARCH PROJECT*).
5. Applicants must attach **certified copies** of the following documents:
    - Bachelor's degrees and transcripts.
    - Form IV and Form VI National Examination Certificates.
    - Computer certificates.
    - Professional certificates from respective boards (if applicable).
    - One recent passport-sized photo and a copy of the birth certificate.
    - National Identification Card.
6. **Result slips for Form IV and Form VI** will **not** be accepted. Presentation of forged certificates or false information will lead to legal action.
7. **Applicants shall indicate three reputable referees.**
8. MULTILINK research project fosters inclusivity and diversity, empowering individuals from all backgrounds, with women strongly encouraged to apply.
9. Deadline for receiving application is on **17th January 2025.**

APPLICATION PROCESS

All inquiry about the positions can be positions can be sent to **Dr. Gimbo Hyuha** before **11th January 2025**, mobile number **+255 784 379 770.**

TO APPLY

Please send your CV and a letter of motivation outlining how your skills and experience match the job description **by 17th January 2025 to:**

- Dr. Gimbo Hyuha: **gimbo.hyuha@muhas.ac.tz**.
  and copy (cc) to
- Ms. Chiku Simbano: **simbanochiku1425@gmail.com**

Only shortlisted candidates will be contacted for interviews. Kindly ensure your e-mail address and mobile number are well written and reachable.