MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES

CAREER OPPORTUNITIES

Acute Care Transformation through Basic Emergency Care (ACTxBEC) Evaluation Project

Positions

1. **Study Coordinator: 1 Post**
2. **Research Assistants: 64 Posts**

Duration of project

September 2026 – April 2029

PROJECT SUMMARY

Muhimbili University of Health and Allied Sciences (MUHAS) is inviting applications from suitably qualified Tanzanian to be considered for employment in the positions for the research project titled: **"Evaluating the Acute Care Transformation through Basic Emergency Care (ACTxBEC) Initiative: A Multi-Country Stepped-Wedge Cluster-Randomised Study**, funded by the World Health Organization (WHO**)** and implemented in collaboration with the Ministry of Health (MoH), the Prime Minister's Office – Regional Administration and Local Government (PO-RALG), MUHAS, Emergency Medicine Association of Tanzania (EMAT), and other national and international partners.

The ACTxBEC study aims to evaluate the implementation and impact of the *ACTxBEC education bundle, which combines the WHO Basic Emergency Care (BEC) course, the Sustainable Simulation and Skills (S3) workplace-based training program.* The Tanzania component of the study will be conducted in selected district hospitals and health centres across the country using a stepped-wedge cluster-randomised implementation design. The study will include implementation evaluations among participating healthcare workers and impact evaluations using clinical data collected from selected hospitals to assess patient outcomes before and after implementation of the ACTxBEC education bundle.

STUDY COORDINATOR

POSITION DESCRIPTION

The **Study Coordinator** will oversee the planning, implementation, and day-to-day coordination of the **ACTxBEC** research project in Tanzania. The coordinator will ensure that study activities, including implementation of the WHO Basic Emergency Care (BEC) education bundle and research data collection, are conducted according to the study protocol, ethical requirements, timelines, and quality standards. The role also involves coordinating communication among investigators, the Ministry of Health, participating health facilities, and other project partners to ensure successful implementation across participating sites.

Responsibilities:

1. **Project Planning and Organization:**
   - Coordinate study activities, meetings, and communication with investigators, World Health Organisation, Ministry of Health, participating facilities, and project partners.
   - Support ethical and regulatory submissions and ensure required approvals are maintained..

2. **Operational Oversight:**
   - Oversee day-to-day implementation of the ACTxBEC project across participating sites.
   - Ensure compliance with the study protocol, timelines, ethical requirements, and quality standards.
   - Monitor implementation of the BEC training, S3 activities, and study data collection.

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:**
   - Coordinate research data collection and quality assurance activities.
   - Work closely with the Principal Investigator and site teams to resolve data issues.
   - Prepare project progress reports and support study monitoring.

5. **Training and Supervision:**
   - Coordinate training for study staff on study procedures and data collection.
   - Supervise research staff and provide operational support to participating sites.
   - Facilitate effective communication among investigators, health facilities, and collaborating partners throughout the project.

6. **Risk Management and Quality Assurance:**
   - Identify operational risks and implementation challenges, and work with the study team to develop and implement appropriate mitigation strategies to ensure timely and high-quality study implementation.
   - Ensure compliance with study protocols, ethical requirements, and quality assurance procedures, and promptly report protocol deviations or other study-related issues to the Principal Investigators and relevant oversight bodies, as required.

STUDY COORDINATOR

Qualifications and Requirements:

1. Educational Background:

- Medical Doctor or a Master's degree in a Health Sciences discipline (e.g., Public Health, Epidemiology, Health Systems Management, Clinical Research, or a related field).
- Minimum of 2 years of relevant experience in health research, project coordination, or program implementation.
- For Medical Doctor applicants, a valid license to practice in Tanzania is an added advantage.

2. Experience:

- At least 2 years of experience coordinating health research projects, implementation research, or public health programmes.
- Experience coordinating multi-site research projects and working with health facilities or government health programmes is highly desirable.
- Familiarity with research ethics, Good Clinical Practice (GCP), and national research regulatory requirements.
- Experience in emergency care, implementation science, health systems research, or capacity-building programmes will be an added advantage

3. Skills:

- Excellent organizational, planning, and time management skills.
- Strong written, verbal, and interpersonal communication skills.
- Proficiency in Microsoft Office Suite, and other electronic data management systems.
- Ability to coordinate multiple activities simultaneously and work effectively both independently and within multidisciplinary teams.
- Strong attention to detail with a commitment to data quality, accuracy, and regulatory compliance.
- Ability to work collaboratively with investigators, health facility staff, government stakeholders, and implementing partners.
- Willingness to travel frequently to participating study sites across Tanzania.

4. Key Performance Indicators (KPIs):

- Timely implementation of study activities in accordance with the project work plan and milestones.
- Timely coordination and successful execution of BEC training, S3 activities, and data collection across participating sites.
- Accuracy, completeness, and timeliness of study documentation and research data.
- Compliance with the study protocol, ethical requirements, and regulatory standards.
- Timely submission of project progress reports and resolution of operational issues.
- Effective coordination and communication with investigators, participating health facilities, government stakeholders, and collaborating partners.
- High-quality supervision and support of study staff, resulting in successful implementation across study sites

RESEARCH ASSISTANTS

POSITION DESCRIPTION

We are seeking motivated and detail-oriented individuals to join the ACTxBEC (Acute Care Transformation through Basic Emergency Care) research project as **Research Assistants (**Clinical Data Collectors). Positions are available at selected district hospitals participating in the study across Tanzania. **Research Assistants** will support the implementation of this multi-country study by screening eligible patients, collecting high-quality observational clinical data, and ensuring timely and accurate data entry using the WHO Integrated Data Platform (WIDP). They will also support study implementation activities and maintain strict confidentiality while working closely with healthcare providers without interfering with routine patient care. The successful candidates will work closely with the Study Coordinator, Principal Investigators, Cluster Mentors, Facility Champions, Data Manager, and participating health facility teams to ensure successful implementation of the ACTxBEC study and high-quality research data collection across participating sites.

Qualifications and Requirements:

- Diploma clinical in medicine, or Diploma in nursing
- Completion of an internship and registration with a recognized professional council.

Job Responsibilities

- Screen patients presenting with eligible sentinel conditions and identify participants according to the study protocol and standard operating procedures (SOPs).
- Collect, enter, and update clinical study data accurately and in a timely manner using the WHO Integrated Data Platform (WIDP).
- Follow enrolled patients through their hospital stay to document clinical outcomes and final disposition.
- Ensure data quality by reviewing records for completeness, resolving data queries, and participating in routine data quality checks.
- Maintain secure and confidential study records in accordance with ethical and study requirements.
- Provide operational support for study implementation, including assisting Facility Champions and health workers with WIDP/S3 platform access and basic technical troubleshooting, as required.
- Prepare routine study reports and participate in project meetings and training sessions.
- Perform other study-related duties as assigned by the Study Coordinator or Principal Investigators.

Skills and Experiences

- Strong organizational, data management, and problem-solving skills.
- Ability to work effectively in a busy clinical environment while managing multiple responsibilities and meeting deadlines.
- High level of integrity, professionalism, and ability to maintain strict confidentiality.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and electronic data capture systems.
- At least 1 year of experience in clinical research, health data collection, monitoring and evaluation, or a related health programme.
- Experience with electronic data collection platforms and experience with using tablet-based data collection is an added advantage.
- Ability to accurately review medical records and collect clinical data according to study protocols and Standard Operating Procedures.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with healthcare workers, research teams, and facility staff.
- Willingness to work flexible hours, including weekends, and travel to participating study sites when required.

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., **Study Coordinator – ACTxBEC Project** or **Research Assistant (Clinical Data Collector) – ACTxBEC 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 registration/license from respective boards where applicable
    - One recent passport-sized photo and a copy of the birth certificate.
    - National Identification Card.
    - Birth certificate
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. The ACTxBEC research project is an equal opportunity employer and is committed to promoting diversity and inclusion. Qualified women are strongly encouraged to apply.
9. Deadline for receiving application is on **14th August 2026.**

APPLICATION PROCESS

For inquiries regarding these positions, please contact: **Dr. Evelyne Mapunda, email: evelyne.mapunda@muhas.ac.tz**

TO APPLY

Please send your CV and a letter of motivation outlining how your skills and experience match the job description

by 14th August 2026 to:

- Dr. Evelyne Mapunda: **evelyne.mapunda@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