
## 1. Position: Data Manager

We are seeking to appoint a capable and enthusiastic Data Manager to join the data team within the Unit. The Data Manager will work closely with the Senior Data Manager and other Data Managers to ensure that the data section effectively supports the implementation of MITU projects.

The successful applicant will be a holder of a BSc. in Computer Science or a related field, ideally with a postgraduate training in clinical research data management. They should be able to demonstrate: proven technical expertise in database design and administration; experience in clinical data management in research setting; and working knowledge in GCP.

**Principal Responsibilities:**

To be responsible for day-to-day data management of studies assigned to him/her by the Senior Data Manager, and ensure Good Clinical Practices (GCP) and departmental Standard Operating Procedures (SOPs) are strictly followed up in all studies. Work closely with the senior data manager and study teams to establish study-specific data management plans and maintain a database of assigned studies. To enter questionnaires, laboratory and other study data into a database for various studies.

**Specific Responsibilities:**

- To develop study-specific data management plans and design, validate and maintain clinical trial databases.
- To update study databases as required after comparison of first and second entry.

- To ensure data queries are raised, tracked and resolved in a timely and accurate manner.
- To update study databases with query resolutions.
- To ensure electronic devices (Tablets and/or Smartphone) used for data collection are properly handled and used by field teams, and properly charged and safely stored within the data section.
- To provide regular report to the Senior Data Manager of work accomplished and plans for next day(s).
- Enter data into computer using a range of different software applications.
- To undertake other duties as required.

**Person Specification:**

Essential and desirable qualifications and skills for this post are:

**Essential**

- Bachelor's degree/advanced diploma in Computer Science/IT/ICT or related field.
- Good working knowledge of Microsoft Excel and Access.
- Good understanding of programming.
- Experience with data management systems e.g. OpenClinica, OpenDataKit(ODK) and/or RedCap.
- Experience working in health research.
- Ability to work under pressure to strict deadlines and without close supervision.
- Excellent communication and organization skills, wiliness and flexibility to travel as requested.
- Good IT skills.
- Experience using a statistical analysis and Data Management package such as STATA or R.

**Desirable**

- Postgraduate qualification in clinical research data management.
- Experience with data entry, data management and data cleaning.
- Experience with electronic data capture (EDC) systems.
- Experience with Mobile Application development/programming
- Interest in a career in data management.

**Mode of application**

- Interested applicants should submit a letter of application together with their CV and copies of all relevant certificates, memberships and qualifications **recruitment@mitu.or.tz no later than 31st January 2025.**
- The applicants must clearly state the job title for which they are applying in the subject line of the email.

- Documents attached to the email including the cover letter and CV should be clearly saved using the applicants full name, the type of document and date of submission in the file name e.g. First Name_Last name_CV_10Jan2025.
- Paper applications will not be accepted.Interviews will be held at the earliest available opportunity and only shortlisted candidates will be notified by email if selected for interview.

**If you have not heard from us within two weeks of the closing date, please consider yourself unsuccessful**.

**MITU is an equal opportunity organization, female applicants and people with disability are highly encouraged to apply.**

**MITU never asks for money at any stage of its recruitment process; this includes application fees, interview fees, processing fees, or any other form of payment. If you are ever contacted by someone claiming to be from the MITU staff and asking for money, it is a scam and should be reported immediately.**

## 2. Position: Study Coordinator

The successful applicant will be a medical doctor with a postgraduate qualification in public health or other field related to health research. They should be able to demonstrate: proven technical expertise in the quality management of research studies; experience in clinical/laboratory procedures in research and collaborative research involving human clinical, epidemiological or laboratory outcomes, and; skills and experience in multicentre research.

**Specific Responsibilities**

- Assisting the lead coordinator with the day-to-day management of the study in the Mwanza region of Tanzania.
- Assisting the lead coordinator in dealing with queries, reviewing case report forms, and other relevant study documentation, and maintaining Study Master Files.
- Assisting with communication between MITU/NIMR, the London School of Hygiene & Tropical Medicine (LSHTM) and the other trial partners.
- Recruiting, coordinating, training and supervising the field team staff in order to ensure that the study is conducted to GCP and other international trial standards.
- Participating in meetings and discussions regarding the research progress, findings and any other aspects of the study.
- Assisting in submission of trial documents to ethics and regulatory committees as required.
- Assisting in coordination of study monitoring visits, including preparation of responses to monitoring reports.
- Participating in writing up the study findings in reports and publications.

- Assisting with preparation of reports for the trial governance bodies (eg. Steering Committee, Data and Safety Monitoring Board) and the funding agency.
- Travel to progress and coordination meetings as required.
- Frequent travel to field sites to ensure the smooth running of all research activities.
- Undertaking other duties, including support to other studies, as may be required by the Principal Investigator of the study and the lead coordinator.

**Essential Qualifications**

- Fully qualified medical doctor with current licence to practice in Tanzania.
- A postgraduate qualification in epidemiology, public health, or equivalent experience demonstrated through publications.
- Experience of working with Ministry of Health officials at different levels including District and Regional level.
- At least one year's relevant experience working on research studies, preferably in a coordination role, based in sub-Saharan Africa.
- Evidence of having practical experience in the management of research teams.
- Evidence of having practical experience of assisting with leading or coordinating GCP compliant studies, including familiarity of study monitoring visits.
- Evidence of experience of submitting documents to ethics boards and/or regulatory authorities.
- Evidence of having worked effectively both independently and as a member of a multidisciplinary scientific team.
- Excellent inter-personal skills and a willingness to work with others to overcome problems as and when they arise.
- Evidence of having worked effectively in a multicultural environment.
- Excellent written and oral communication skills in English and Swahili.
- Excellent computer skills including ability to design and format documents in Microsoft Word and Excel.
- Residing in the Mwanza area or willing to relocate for this position.
- Applicants must be willing to travel extensively across the Mwanza Region.

**Desirable Qualifications**

- Experience of working on vaccine-related research studies.

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