

# HEALTH FOR A PROSPEROUS NATION (H-PON)



## **JOB ANNOUNCEMENT** **PROJECT ASSISTANT**

**Posted on: 21<sup>st</sup> August, 2024**

**Health for a Prosperous Nation (H-PON)** is a Local Nongovernmental organization with a vision to have a nation with access to evidence-based health information for better health outcomes. Its mission is to champion efforts to address health gaps through the design, implementation, and evaluation of locally customized solutions for local problems in collaboration with relevant stakeholders.

Health for a Prosperous Nation is looking for a suitable qualified **Project Assistant** to be stationed in Shinyanga region.

**1. Job Title:** Project Assistant

**2. Posts:** 1 Post

**3. Duration:** 1 Year

**4. Location:** Shinyanga

**5. Essential qualifications**

- A medical degree from a recognized University
- Completion of 1 year of internship in a recognized hospital
- Excellent written and oral communication skills in English
- Registered medical doctor
- Commitment to working as part of a multidisciplinary research team
- Familiarity with HIV care and treatment services provision in Tanzania

**6. Desirable qualifications**

- A postgraduate training in public health or epidemiology
- Substantial experience in clinical trials or other clinical research
- Previous Good Clinical Practice training
- Familiarity with human subjects' protection in research
- Computer literacy

**7. Roles and responsibilities**

7.1 Assisting the study investigators in running the research study

7.2 Ensuring data collection activities follow approved protocols and standard operating procedures



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- 7.3 Ensuring completed Case Report Forms (CRF) are filled accurately including offering technical support to study staff while completing the relevant forms
- 7.4 Checking for completeness of data forms
- 7.5 Resolving all data queries arising from data section
- 7.6 Assisting the study investigators to prepare study documents including source documents and standard operating procedures
- 7.7 Attending weekly meetings involving all the collaborators
- 7.8 Liaise with R/CHMT frequently to ensure proper conduct of the research study in line with regional requirements
- 7.9 Performing any other study-related activities as may be requested by the study investigators

## 8. Remuneration

Attractive package will be offered to successful candidate

## 9. Mode of Application

Applicants should combine the following documents into one pdf file and send email to [recruitment@hpon.or.tz](mailto:recruitment@hpon.or.tz) not later than **Monday 26<sup>th</sup> August, 2024: 1300hrs.** Applicants are required to name their combined file with their names.

### Documents to be combined in one pdf file: -

- 9.1 Cover letter addressed to HR Manager (P.O.BOX 13560, Dar es salaam).
- 9.2 Current CV
- 9.3 Scanned copy of Bachelor's Degree Certificate
- 9.4 Other relevant field certificates
- 9.5 Combine all the above documents to be in one pdf document

**NB: Applicants submitting more than one pdf file will not be considered.**

10. Only shortlisted candidates will be contacted. *(Please do not ask for feedback unless you are contacted.)*

## 11. Closing Date

**Monday 26<sup>th</sup> August, 2024 (1300hrs)**



**21<sup>st</sup> August, 2024**