

# HEALTH FOR A PROSPEROUS NATION (H-PON)



## JOB ANNOUNCEMENT

### RESEARCH ASSISTANTS

Posted on: 22<sup>nd</sup> August, 2024

**Health for a Prosperous Nation (H-PON)** is a Local non-governmental organization with a vision to have a nation with access to evidence-based health information for better health outcomes. H-PON contributes towards Government efforts by championing efforts to address health gaps through design, implementation, and evaluation of locally customized solutions for local problems in collaboration with relevant stakeholders. The organization Core areas include; Research, Health system Strengthening and Implementation of innovative evidence-based approaches which have the potential of making difference in lives of the people at grass root level.

H-PON is currently looking for Two (2) suitable qualified **Research Assistants** to be part of two studies named MWOTAJI: *'Making women's options for HIV prevention in Tanzania accessible, and joining in implementation science capacity building'* conducted in Geita (Ushirombo-Bukombe) and **RKPK** (*Rudi Kundini, Pamoja Kundini*) conducted in Geita-Magogo.

1. **Job Title:** Research Assistant

2. **Posts:** 2 Posts

3. **Duration:** 1 Year

4. **Location:**

4.1 Geita (Ushirombo-Bukombe)

4.2 Geita (Magogo)

5. **Qualifications, Experience & Skills**

5.1 Must have good experience in Research

5.2 Must be a good team leader and Manager.

5.3 Must have prior experience in Field Research and Data collection

5.4 Must have experience in data collection using digital devices like tablets or PDAs

5.5 Must have Bachelor Degree

5.6 Fluent in speaking Swahili & English

5.7 Good Swahili & English writing skills

5.8 Good report writing skills

5.9 Must have spirit of working under minimal supervision



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## 6. Roles and responsibilities

- 6.1 Assist Project Coordinator in developing project operational plans
- 6.2 Assist Project Coordinator in field logistics and data handling.
- 6.3 Recruitment and enrolment of study participants
- 6.4 Escalate operational issues with Project Coordinator
- 6.5 Strictly adhere to project protocols and escalate technical issues to Project Coordinator
- 6.6 Strictly observe codes of conduct
- 6.7 Attend training for the planned activity.
- 6.8 Data collection and Management
- 6.9 Safe keeping of all organization's properties
- 6.10 Any other duties that may be assigned by Project Coordinator.
- 6.11 Prepare quarterly reports and any other activity reports related to the project
- 6.12 Perform other related duties assigned by immediate supervisor.

## 7. Remuneration

Attractive package will be offered to successful candidate

## 8. 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 **Tuesday 27<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: -

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

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

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

## 10. Closing Date

**Tuesday 27<sup>th</sup> August, 2024 (1300hrs)**



**22<sup>nd</sup> August, 2024**