

19th SEPTEMBER 2024

SOKOINE UNIVERSITY OF AGRICULTURE



MOROGORO

JOB OPPORTUNITY

Applicants are invited from qualified Tanzanians to fill vacant positions at The **SUA-APOPO RODENT RESEARCH PROJECT**. The application letters should indicate names and addresses of **THREE REFEREES**, together with **CERTIFIED COPIES OF ACADEMIC CERTIFICATES**. Furthermore, the Applicant must submit a copy of a **BIRTH CERTIFICATE**, a signed and updated **CV** with a **NIDA NUMBER** and other Testimonials. All applications should be addressed to **the DEPUTY VICE CHANCELLOR (PLANNING, FINANCE AND ADMINISTRATION), P.O. BOX 3000, CHUO KIKUU, MOROGORO** to reach him not later than two weeks from the date of this Advertisement.

1.0. POSITION: - RESEARCH TRAINEE (JUNIOR BEHAVIORAL RESEARCHER) - 1 POST MOROGORO

POSITION SUMMARY

As part of APOPO's Innovation Team, the Junior Behavioral Researcher will be primarily responsible for supporting ongoing research activities with African giant pouched rats (*Cricetomys ansorgei*) through assisting with the design, execution, and analysis of behavioral research studies, including research session planning, laboratory preparation of odor samples, data collection and analysis; and documenting results in manuscript format; as well as rat training, handling, and feeding.

EDUCATION, SKILLS, AND EXPERIENCE

- Bachelor Degree in Laboratory Technology, Biomedical Engineering, Animal Science, or equivalent qualifications from recognized university with a minimum G.P.A of 3.5.
- General computer skills: typing, email, software and computer management.

- Keen attention to detail and prompt, proactive communication.
- Competent database and spreadsheet skills: Microsoft Word, Excel, and Power Point.
- Prior research experience.
- Prior experience in conducting statistical analyses using relevant software.
- Fluent English and Swahili proficiency (spoken and written).
- Punctual, reliable, flexible, and proven ability to work both independently and as part of the team.
- Strong problem-solving skills with ability to be resourceful, proactive, and seek assistance as needed.
- Strong organizational, planning and time management skills with ability to oversee multiple tasks.

DUTIES AND RESPONSIBILITIES

- Support ongoing research by participating in team meetings, assisting with data collection and analysis, preparing odor sample, etc.
- Assist with planning, execution, and analysis of behavioral experiments with rats.
- Collect and analyze relevant quantitative and qualitative data in a timely manner, including computing appropriate statistical analyses.
- Feed, handle, and conduct experiment and exercise routines with rats.
- Manage research material inventory.
- Draft research manuscripts detailing experiment methods, results, and conclusions.
- Critically evaluate controlled experiment designs and help form and test new hypotheses.
- Perform any other related duties as may be assigned by a superior.

AGE: Not above 45 years old

2.0. POSITION: - ASSISTANT ICT OFFICER (DATA CLERK) - 1 POST MOROGORO

POSITION SUMMARY

We are seeking a meticulous and detail-oriented Data Clerk to join our Training department. The Data Clerk will be responsible for accurately entering and maintaining records of rodents used in the detection of Landmines, Tuberculosis (TB), and other scent targets. This role is crucial for supporting APOPO's Mission by ensuring the integrity and accessibility of rodent data, which is vital for tracking training, deployment, and performance metrics.

EDUCATION, SKILLS, AND EXPERIENCE

- Diploma in Information Technology/Computer Science/Computer Engineering or equivalent from a recognized Institution.
- A minimum of 1 year experience working as a Data Clerk.
- General computer skills: typing, email, software and computer management.
- Basic data analysis and graphing skills.
- Competent database and spreadsheet skills: Microsoft Word, Excel (including pivot tables), SQL Server, MS Access, Power Point and other records management software.
- Fluent English and Swahili proficiency (spoken and written).
- Keen attention to detail and prompt, proactive communication.
- Punctual, reliable, flexible, and proven ability to work both independently as part of the team.

DUTIES AND RESPONSIBILITIES

- Planning and entering daily notes sheets from the field on the Database.
- Planning and printing training sessions for the early training rats.
- Planning and printing blind test sheets of the field rats with the assistance from Animal supervisors.
- Entering the weighs records of all rats.
- Entering animal health reports with the assistance of animal welfare supervisor and breeding coordinator.
- Ensure the accuracy and integrity of all data entered.
- Maintain the security of data tools and database, maintain confidentiality of records.
- Ensure all documents are filed properly.
- Perform any other related duties as may be assigned by a superior

AGE: Not above 45 years old

3.0. POSITION: -LABORATORY TECHNICIAN II - (2 POSTS MOSHI)

POSITION SUMMARY

APOPO is looking for a qualified and experienced Laboratory Technician to support the TB (Tuberculosis) Laboratory Unit, who will work with other Members in the TB Laboratory under the supervision of TB Programme Manager to perform various Laboratory activities.

EDUCATION, SKILLS, AND EXPERIENCE

- Holder of Diploma in the field of Laboratory Science or Laboratory Technology or related qualifications from a recognized Institution.
- Experience working in a TB Laboratory.
- Working knowledge of MS Office Suite applications, including Excel and Word.
- Strong verbal and written English.
- Ready to work with multicultural teams.
- Flexible to work at night.
- Strong problem-solving skills with ability to be resourceful, proactive, and seek assistance as needed.
- Strong organizational, planning and time management's skills with ability to oversee multiple tasks.
- Knowledge of Laboratory safety issues.

DUTIES AND RESPONSIBILITIES

- Routine and study sample collection, receiving, storage, processing and presentation to detection rats.
- Preparing Laboratory reagents for specific usage.
- Routine Smear preparation and microscopic examination and other analyses.
- Requesting Laboratory equipments and consumables and maintaining laboratory inventory.
- Setting up, operating and maintaining laboratory equipments.
- Establishing standard operating procedures for analysis of specimens and laboratory experiments.
- Ensure implementation of laboratory biosafety regulations.
- Participating in the internal and external quality control scheme appropriately.
- Assisting in health research activities.
- Performing other related duties as may be assigned by the Superior.

AGE: Not above 45 years old

4.0. POSITION: - RODENT TRAINER (3 POSTS MOSHI)

POSITION SUMMARY

We are seeking for a skilled and dedicated Rodent Trainer to join the Tuberculosis program, with a strong understanding of animal behavior, and training techniques.

EDUCATION, SKILLS, AND EXPERIENCE

- Possession of Secondary School Certificate with division IV and atleast three passes.
- Good spoken and written English.
- Proven experience in managing animals.
- (Not required) Persons with at least 1-year prior experience training animals, specifically African Giant Pouched Rats, are especially encouraged to apply.

DUTIES AND RESPONSIBILITIES

- Participate in socialization and habituation of young Rats.
- Training Rats to detect Tuberculosis (TB).
- Monitor rats' health and welfare and report accordingly.
- Accurately document and report rat training performance, per agreed schedule.
- Make sure rats houses are clean and maintained well.
- Feed, water and weigh rats daily, or according to agreed schedule.
- Clean rats kennel weekly (according to agrees schedule) and house check to ensure each rat is in correct cages with identity card.
- Complete knowledge and skills training and assessments.
- Perform any other related duties as assigned by the Superior.

AGE: Not above 45 years old

5.0. POSITION: - HUMAN RESOURCE OFFICER II (1 POST MOROGORO)

POSITION SUMMARY

We are seeking a diligent and proactive HR Officer to support our HR Department in the day-to-day operations. The HR Officer will be responsible for a variety of administrative and HR tasks, helping to ensure the smooth functioning of HR processes and the overall efficiency of the Department.

EDUCATION, SKILLS, AND EXPERIENCE

- Bachelor Degree in Human Resource Management, Public Administration, Human Resource Planning and Management, Business Management or Commerce Majoring in Human Resource Management or equivalent qualifications from a recognized University.
- Minimum 2 years' experience in HR operations.
- General computer skills: typing, email, software and computer management.
- Keen attention to detail and prompt, proactive communication.
- Competent database and spreadsheet skills: Microsoft Word, Excel, and Power Point.
- Excellent English and Swahili (spoken and written).
- Punctual, reliable, flexible, and proven ability to work both independently and as part of the team.
- Strong problem-solving skills with ability to be resourceful, proactive, and seek assistance as needed.
- Strong organizational, planning and time management skills with ability to oversee multiple tasks.

DUTIES AND RESPONSIBILITIES

- To assist in collecting, analysing and presenting Human Resource statistics.
- To assist in the administration of office management, Human resource management, employment and labour relations and staff welfare.
- To assist in Human Resource training and development.
- To assist in annual staff appraisal exercise.
- To assist in Human Resource Planning.
- To assist drafting letters related to human resource and administrative matters.
- To assist in preparing records regarding staff leave.
- To assist in preparing employment contracts for the staff members, volunteers,

ensure timely contract renewal/termination as required.

- To assist in administering the payroll and ensure employees salaries, benefits are paid on time as well as statutory deductions i.e. PSSF, WCF etc.
- To assist in the administration of recruitment and staff allocations.
- To assist in handling disciplinary issues.
- To assist in interpretation of working rules and regulations.
- To assist in making travel arrangements for the staff and visitors i.e. flight bookings, accommodation and transport, visa application etc.
- To assist in applying and renewing residence permits, research permits and work permits for the expatriates working with APOPO in Tanzania.
- Perform any other related duties as assigned by the Superior.

AGE: Not above 35 years old

6.0. POSITION: - ICT OFFICER (DATA OFFICER) (1 POST MOSHI)

POSITION SUMMARY

The Data Officer for the Tuberculosis (TB) Program is responsible for managing and entering patient data into the program's database to support effective TB monitoring and management. This role involves ensuring accurate and timely data entry, maintaining data integrity, and generating reports as required.

EDUCATION, SKILLS, AND EXPERIENCE

- Holder of Bachelor Degree in one of the following fields: Information Technology, Computer Science, Computer Engineering or equivalent from a recognized University.
- Experience working as a Data Officer in TB Laboratory.
- General computer skills: typing, email, software and computer management.
- Basic data analysis and graphing skills.

- Competent database and spreadsheet skills: Microsoft Word, Excel (Including pivot tables), SQL Server, MS Access, Power Point and other records management software.
- Fluent English and Swahili proficiency (spoken and written).
- Keen attention to detail and prompt, proactive communication.
- Punctual, reliable, flexible, and proven ability to work both independently as part of the team.

DUTIES AND RESPONSIBILITIES

- Entering data according to the TB – LIM Laboratory information management system.
- Ensure the accuracy and integrity of all data entered.
- Develop processes for optimizing database security.
- Monitor performance and manage parameters to provide fast responses to front-end users.
- Refine the logical design so that it can be translated into a specific data model, further refining the physical design to meet system storage.
- Install and test new versions of database management system (DBMS).
- Diagnose and troubleshoot database errors.
- Create and manage database reports, visualization and dashboards.
- Performance tuning of database systems.
- Perform any other duties related as may be assigned by a superior.

AGE: Not above 45 years old

7.0. POSITION: - LABORATORY/ OFFICE ASSISTANT (SAMPLE COLLECTOR) (4 POSTS) KILIMANJARO, ARUSHA, TANGA & MANYARA

POSITION SUMMARY

The Sample Collector for the TB Laboratory is responsible for collecting and transporting patient samples from DOTS (Directly Observed Treatment, Short-course) centers to the laboratory. This role requires the ability to drive a motorcycle to facilitate efficient sample collection and transportation. The Sample Collector will collaborate with hospital staff, DOTS center personnel, and external partners to ensure timely and accurate sample handling.

EDUCATION, SKILLS, AND EXPERIENCE

- Possession of Secondary School Certificate.
- Valid driving licence class A.
- Basic Computer Certificate is an added advantage.
- Ability to follow protocols precisely, effective communication and interpersonal skills.

DUTIES AND RESPONSIBILITIES:

- Collecting sputum samples in TB clinics (DOTS centres) as instructed with proper labelling/documentation.
- Sending samples timely for testing by detection rats .
- Delivering APOPO TB detection result to District TB and Leprosy coordinators (DTLCs) and healthcare workers as instructed.
- Be responsible for monitoring performance of SUA-APOPO equipments such as freezers installed in DOTS centres with respective thermometers.
- Checking filling of freezer temperature charts.
- Delivering official documents to offices as instructed by the management.
- Communicate with fellow staff member **OPENLY, HONESTLY AND TIMELY** about progress, problems and other issues that may arise and affect the project.
- Collaborate in respectful manner with all hospital staff members, MKUTA volunteers and other partners to ensure smooth and timely implementation of SUA-APOPO activities.
- Perform any other duties related as may be assigned by a superior.

AGE: Not above 45 years old

SALARY: As per Treasury Registrar’s Circular No. 6 of 2022 which is applicable at the moment.

TERMS OF CONTRACT: Contract will be for 1 year (including a 6-month probationary period) and is renewable depending on the performance and funding.

ONLY QUALIFIED APPLICANTS WILL BE CONSIDERED

