

Date: 01st June, 2018

TANZANIA FOOD AND DRUGS AUTHORITY



JOB VACANCY

The Tanzania Food and Drugs Authority (TFDA) is an Executive Agency under the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC) responsible for the control of quality, safety and efficacy of food, medicines, cosmetics, medical devices and in-vitro diagnostics for the purpose of protecting public health.

TFDA in collaboration with Muhimbili University for Health and Allied Sciences (MUHAS) are implementing a 5 year Project acronymed PROFORMA under the grant obtained from the European and Developing Countries Clinical Trials Partnership (EDCTP).

The PROFORMA project aims at strengthening the pharmacovigilance system in Tanzania.

TFDA seeks to recruit a competent person to fill the project coordinator vacancy:-

1. **Position: PROFORMA PROJECT COORDINATOR**

- (a) **Responsible to:** Director, Medicines and Complementary Products (DMC)
- (b) **Responsible for:** Coordination of all matters pertaining to the project
- (c) **Duty station:** TFDA Headquarters – Dar es Salaam
- (d) **Duties and responsibilities:**

The Project Coordinator shall ensure project activities are accomplished satisfactorily and timely. In specific the Project Coordinator shall:

- i. Guide, implement and supervise the day-to-day activities related to the project, including preparation of annual work plans and budgets;
- ii. Provide guidance for smooth operation of the project, in accordance with procedures and obligations specified under the Project Agreement;
- iii. Upon request by the DMC, shall produce, sign and submit technical and financial reports and procurement requests as per requirements of the project.
- iv. Prepare reports timely from field work
- v. Participate in the refining of the data collection tools
- vi. Check the translations of data collection tools including consent forms and other survey instruments
- vii. Participate in preparation of materials used for training of field teams
- viii. Work jointly with field coordinators in ensuring supervisory visits are conducted
- ix. Ensure field team needs are catered for the successful conduct of the project.
- x. Supervise data entry processes
- xi. Participate in data analysis and overall manuscript drafting, report writing, and publication.
- xii. Carry out any other duties related to the above as assigned by the supervisor.

(e) Education and training:

Bachelor degree in pharmacy, medicines, biostatistics, epidemiology, pharmacology, biochemistry or related field from a recognized institution and must have computer knowledge and acquainted in statistical analysis by using EPI info, STAT and SPSS software.

(f) Work experience:

Experience in project management in relevant field is an added advantage.

(g) Attributes:

Self-drive, innovation, creativity, honesty, integrity, open-minded, result –oriented, good interpersonal skills and good working knowledge of ICT applications.

(h) Language

Fluency in English and Kiswahili

4. Who should apply:

Any person possessing the required qualifications is encouraged to apply.

5. Mode of application:

Interested candidates should send their application letters, curriculum vitae, certified photocopies of certificates, transcript and two passport size photographs to the following address:

**Director General,
Tanzania Food and Drugs Authority (TFDA),
EPI Mabibo, Ubungo External,
P.O. Box 77150,
DAR ES SALAAM.**

Deadline: 14 days from the date of this advertisement.