UNIVERSITY OF DAR ES SALAAM
MBEYA COLLEGE OF HEALTH AND ALLIED SCIENCES

OPTIMIZING MATERNAL AND PERINATAL OUTCOMES THROUGH SAFE AND APPROPRIATE CAESAREAN SECTIONS IN LOW- AND MIDDLE-INCOME COUNTRIES (C-SAFE): A RANDOMIZED STEP WEDGED TRIAL

VACANCY ANNOUNCEMENT

1. **POST TITTLE**: Trial Administrator

2. **DUTY STATION:** Mbeya

3. **BACKGROUND TO THE C-SAFE PROJECT**

The University of Dar es Salaam, Mbeya College of Health and Allied Sciences (UDSM-MCHAS), in collaboration with the University of Birmingham, UK, and the Muhimbili University of Health and Allied Science (MUHAS) Tanzania, is implementing a three-year trial on Optimizing maternal and perinatal outcomes through safe and appropriate cesarean sections in low- and middle-income countries(C-SAFE), with activities in Tanzania being implemented in the Mbeya Region.

The overarching aim of the trial is to ensure cesarean sections are done with appropriate indications, reduction of unnecessary cesarean section, and when they are done, they are safe.

Specifically, the Trial intends to:

(i) In collaboration with local stakeholders, use mixed-methods research to refine and adapt the C-Safe interventional package to the local and regional context in a structured and transparent manner from the population's perspectives, the mother/family, and healthcare professionals.

(ii) Determine the local context and design an implementation strategy. This strategy includes a comprehensive training program in a blended format (in-person and virtual), the appointment of C-Safe champions to lead the local implementation and uptake of the interventional package, team-based training, learning, mentoring, audit, and feedback using C-Safe data.

(iii) To field test the implementation of the interventional package, including the introduction of the education and intervention packages, evaluation of the introduction process using rapid ethnographic evaluation methods, and further refinement of the intervention and the implementation strategies based on the findings with local stakeholders.

4. ROLES AND RESPONSIBILITIES:

The C-SAFE Trial Administrator will assist with the day-to-day duties related to the project's implementation under the guidance of the Principal Investigator/Co-Principal Investigator. A Trial Administrator will ensure the smooth execution of the trial by handling various administrative and logistical tasks.

The responsibilities for this role include:

(i) To familiarize with the C-SAFE trial objectives, activities, approach, and outputs.
(ii) To monitor trial activities at all trial sites per the trial work plan.
(iii) To participate in the preparation and submission of mid-term technical and financial reports
(iv) To prepare and participate in routine trial meetings, both physical and virtual, and keep meeting records
(v) To assist in correspondence with the trial partners
(vi) To attend to any other activities that will benefit the C-SAFE trial as assigned by the Lead Coordinator and Principal Investigator.

5. QUALIFICATIONS:

(i) A degree in a relevant field such as life sciences, health administration, business administration, or a related discipline.
(ii) A Master's degree in clinical research, public health, or project management can be an added advantage.
(iii) Certifications like Clinical Research Coordinator (CCRC) or Clinical Research Associate (CCRA) can be an advantage.
(iv) Training in Good Clinical Practice (GCP) is essential.

(v) Proof of experience as an administrator or in a leadership position in implementing similar health-related projects with multinational partners conducted in Tanzania's health facilities and communities will be of great advantage.

(vi) Excellent written and verbal communication skills.

(vii) Fluency in English and Swahili (verbal and written).

(viii) Ability to work independently and as part of a team.

(ix) Ability to communicate with a diverse network of partners, collaborators, government, and villages.

6. DURATION:

The C-SAFE Trial Administrator position is a 24-month position with a three-month (3) probation period.

7. REMUNERATION:

The C-SAFE offers an attractive remuneration package to the right candidate depending on his/her qualifications and experience.

8. MODE OF APPLICATION:

Interested and qualified applicants should apply to the address provided below enclosing: -

i. Signed application letter

ii. Curriculum Vitae with names and Addresses of three (3) Referees

iii. Certified copies of relevant certificates and transcripts.

NOTE:

a. Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU).

b. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).

c. Presentation of forged certificates & other false information will result in automatic disqualification and legal action.

d. Only shortlisted candidates will be contacted for interview.

e. Applicants must be citizens of Tanzania with an age not above 60 years

f. Interested candidates should address their singed applications letters to the

Principal

University of Dar es Salaam, Mbeya College of Health and Allied Sciences
P.O. Box 608
Mbeya

Soft Copies of the application letter and enclosures should be emailed to:
mchas@udsm.ac.tz and **promuga@gmail.com**

Deadline for submitting applications is Thursday 3rd October 2024

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VACANCY ANNOUNCEMENT

1. **POST TITTLE**: Data Manager

2. **DUTY STATION:** Mbeya

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4. ROLES AND RESPONSIBILITIES:

The C-SAFE Data Manager will ensure data is collected, managed, and analyzed accurately and efficiently.

The responsibilities for this role include:

i. To familiarize with the C-SAFE trial objectives, activities, approach, and outputs.
ii. Collaborate with the data clerks, Trial Administrator, Coordinator, Principal Investigators, and other stakeholders
iii. Interpret complex data sets, identify trends, and provide actionable insights.
iv. Troubleshoot data-related issues and devising practical solutions
v. Create clear, detailed documentation and reports for data management activities.

5. QUALIFICATIONS:

i. A degree in a relevant field such as life sciences, health informatics, statistics, Computer science, or a related discipline.
ii. A Master's or higher degree in data management, biostatistics, statistics, bioinformatics, clinical research, or a related field can be advantageous.
iii. Proficiency in electronic data capture (EDC) systems (e.g., Medidata, Oracle, Veeva) and clinical trial management systems (CTM)
iv. Experience with statistical software and data analysis and manipulation tools, such as SAS, STATA, R, SPSS, or Python.
v. Understanding of relational databases and experience with SQL or similar database querying languages.
vi. Knowledge of data validation techniques, cleaning, and error-checking procedures.

vii. Familiarity with regulatory guidelines and standards such as Good Clinical Practice (GCP), International Council for Harmonization (ICH) guidelines, and FDA regulations.
viii. Experience designing, managing, and reviewing Case Report Forms (CRFs), including paper-based and electronic versions.
ix. Experience in clinical data management or a related field is precious.
x. Fluency in English and Swahili (verbal and written).
xi. Ability to work independently and as part of a team.
xii. Ability to communicate with a diverse network of partners, collaborators, government, and villages.

6. DURATION:

The C-SAFE Data Manager position is a 24-month position with a three-month (3) probation period.

7. REMUNERATION:

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Soft Copies of the application letter and enclosures should be emailed to:
mchas@udsm.ac.tz and promuga@gmail.com

DEADLINE:
The deadline for application is 14 days from the first appearance of this advertisement.

NB: Only shortlisted candidates will be contacted for an interview.