



MacWish COLLEGE
OF HEALTH AND ALLIED SCIENCES



Position: 2.

WE ARE
HIRING
JOIN OUR TEAM

Job Title:
Research
Officer

Duty Station:
MacWish CoHAS, Mwanza.



QUALIFICATIONS

- Holder of Doctor of Medicine or Bachelor in Health Sciences, Public Health, Statistics, or related field
(Master's degree will be an added advantage)

APPLICATION

- Send your application, cover letter, CV, Academic Certificates and Birth Certificate . Not later than **OCT 24, 2025**

"Only shortlisted will be contacted"

Send your application Via;- principal@macwish.ac.tz

Cc;- researchcoordinator@macwish.ac.tz

For more details and how to apply,
Visit; www.macwish.ac.tz



Call Us

+255 785 029 817
+255 767 302 894
+255 785 026 582



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Nyashishi, Mwanza

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RESEARCH OFFICER JOB DESCRIPTION

Department: Research and Innovation

Immediate Supervisor: Head of Research and Innovation Department

Position Overview

The Research Officer is a professional role responsible for supporting the planning, implementation, monitoring, and dissemination of research and innovation activities at MacWish College of Health and Allied Sciences.

The position provides technical, administrative, and analytical support to ensure research projects are conducted efficiently, ethically, and in alignment with the College's 5 years strategic plan.

Key Responsibilities

1. Research Support and Coordination

- ☒ Assist in the development, planning, and execution of research projects within the department.
- ☒ Support proposal writing, literature reviews, data collection, and analysis.
- ☒ Maintain accurate project documentation, databases, and research records.
- ☒ Ensure projects meet timelines, budgets, and quality standards.

2. Ethics and Compliance

- ☒ Support the preparation of research ethics submissions and compliance with institutional and national regulations.
- ☒ Monitor adherence to research ethics, data protection, and safety standards.

3. Data Management and Analysis

- ☒ Manage research data collection tools and systems.
- ☒ Conduct statistical analysis, interpretation, and presentation of findings.
- ☒ Ensure secure storage, confidentiality, and proper sharing of research data.

4. Publication and Dissemination

- ☒ Assist in preparing manuscripts, abstracts, posters, and presentations for conferences and journals.
- ☒ Support dissemination of findings through workshops, seminars, and outreach programs.
- ☒ Maintain departmental research repositories and publication records.

5. Innovation and Capacity Building

- ☒ Support innovation projects, including idea scouting, prototyping, and documentation.
- ☒ Assist in training and mentorship activities for students and junior researchers.
- ☒ Promote integration of research into teaching and community engagement.

6. Collaboration and Partnerships

- ☒ Liaise with internal and external stakeholders on collaborative research projects.
- ☒ Support networking with partner institutions, industry, and funding bodies.
- ☒ Represent the department in workshops, meetings, and professional forums when delegated.

7. Grant and Funding Support

- ☒ Assist in identifying research funding opportunities.
- ☒ Support grant application processes, budgeting, and donor reporting.
- ☒ Ensure compliance with donor requirements and institutional financial policies.

Qualifications and Requirements

- ☒ Holder of Doctor of Medicine or Bachelor in Health Sciences, Public Health, Statistics, or related field (Master's degree will be an added advantage).
- ☒ Strong background in research methodology, data management, and analysis (SPSS, STATA, R, or similar tools).
- ☒ Knowledge of research ethics, compliance, and academic publishing processes.
- ☒ Excellent written and verbal communication skills in English and Swahili.
- ☒ Strong organizational, problem-solving, and teamwork abilities.
- ☒ Demonstrated ability to prepare research reports, proposals, and publications.

Key Competencies

- ☒ Research and analytical skills
- ☒ Ethical awareness and integrity
- ☒ Attention to detail and accuracy
- ☒ Time management and multitasking
- ☒ Teamwork and collaboration
- ☒ Innovation and problem-solving mindset

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DO NOT FOLLOW UP and never send application more than once.

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**MacWish College of Health and allied Sciences is an equal
opportunities employer**

