



**NIGERIAN INSTITUTE OF MEDICAL RESEARCH- SAFETY AND ANTIMICROBIAL
RESISTANCE OF MASS ADMINISTRATION OF
AZITHROMYCIN AMONG CHILDREN 1-59 MONTHS IN NIGERIA (SARMAAN II PROJECT)**



1. Introduction

Safety and Antimicrobial Resistance of Mass Administration of Azithromycin in Children 1-59 months in Nigeria (SARMAAN II) is the second phase of child survival implementation research ongoing in seven (7) states of the country and conducted by the Nigerian Institute of Medical Research, Lagos. In order to effectively fulfil the objectives of the expansion, we seek dedicated, self -motivated, team players to join our dynamic team as follows;

- **Project Manager**
- **Lab Manager**
- **Data Manager/Data Analyst**
- **Database Administrator**
- **Monitoring and Evaluation (M&E) Officer**
- **Logistic Officer**
- **Science Communicator**
- **Accounting Officer**
- **Research Assistants (Data)**
- **Research Assistants (Laboratory)**

2. Job Type:

Tenure/Term: Contract (1 year at first instance, renewable after satisfactory performance)

3. Location: Lagos

Method of Application

Interested and qualified candidates should send as attachment, a detailed updated curriculum vitae and a one-page Cover Letter as MS word explaining suitability for the position to the "Principal Investigator, SARMAAN Project" through this email address: sarmaanimr2019@gmail.com by 24th May, 2024.

Note: Applications must explicitly state the position applied for in the subject of the email.

Candidates are advised to provide two professional referees with email addresses and phone numbers.



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1. Project Manager

Purpose of the Position: Project Manager will be responsible for the strategic planning, execution, and delivery of a SARMAAN Project, ensuring alignment with the project's goals and objectives. The role involves managing teams, resources, and stakeholders to achieve program milestones and deliverables.

Responsibilities:

- Develop and implement program strategies, plan and objectives
- Coordinate internal resources for the flawless execution of SARMAAN project
- Coordinate cross-project activities and manage dependencies
- Measure project and staff performance using appropriate tools and techniques.
- Develop and control deadlines and activities.
- Apply change, risk, and resource management.
- Assess program performance and deliverables
- Resolve projects' higher scope issues.
- Prepare reports for program directors.
- Any other duties as directed by the Principal Investigator or his designee

Qualifications:

- Master's or PhD in Public Health, Project Management, or related field.
- Proven experience as a Program Manager or other managerial position.
- Thorough understanding of project/program management techniques and methods.
- Excellent knowledge of performance evaluation and change management principles.
- Outstanding leadership and organizational skills.
- Excellent communication skills

2. Laboratory Manager

Purpose of the Position: The Lab Manager is responsible for overseeing the daily operations of our research laboratory, ensuring compliance with safety and regulatory standards, managing laboratory personnel, and facilitating the research objectives of the project in line with the mandate of the institute.



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Key Responsibilities:

- Coordinate and manage activities and programs within laboratory facility
- Responsible for overseeing safety and security of laboratory facilities
- Maintain current knowledge of all relevant protocols, regulations, standards and safety procedures as well as developing and maintaining standard operating procedures (SOPs)
- Implement and maintain safety and quality control standards.
- Supervise and train laboratory personnel.
- Manage the stock and use of laboratory supplies.
- Coordinate maintenance and calibration of laboratory equipment.
- Oversee the logistics for fields activities.
- Ensure compliance with institutional and federal regulations concerning laboratory research.
- Report on laboratory activities, progress, and challenges to senior management.
- Any other duties as directed by the Principal Investigator or his designee

Qualifications/Experience:

- PhD in preferably medical Microbiology (Bacteriology option) or any related life Science discipline with extensive hands-on experience in medical Microbiology procedures.
- Expertise/demonstrated skills in microbiological processing and analysis of nasopharyngeal, stool samples
- Strong leadership, interpersonal and management skills.
- Demonstrated ability to operate and troubleshoot sophisticated laboratory equipment.
- Knowledge of laboratory safety and quality assurance practices.
- Excellent communication and organizational skills.

3. Data Manager/Data Analyst (MSc)

Purpose of the Position: The Research Data Manager/Data Analyst will be responsible for the coordination of study data collection and collation, ensuring that data is accurate, available, and secure.

In addition will run appropriate statistical analysis applicable to the data generated. The role involves



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developing and implementing data management and analysis policies, procedures, and quality control measures.

Key Responsibilities:

- Adapting and designing study data collection tools.
- Deploying and distributing study data tools.
- Designing of a research database platform which is relevant to the study and captures all indicators and outcome measures.
- Ensuring that incoming data from study sites is collected and entered into study database in a timely manner.
- Performing routine data quality checks, data gap analyses, and data backup.
- Conducting Data Analysis using appropriate statistical tools.
- Preparing scheduled and ad hoc data reports as requested
- Training research staff on proper use of data collection tools.
- Carrying out research database management.
- Archiving and storing of all study data files.
- Any other duties as directed by the Principal Investigator or his designee

Qualifications:

- Master's degree in Data Science, Statistics, Biostatistics, Epidemiology, Computer Science, or a related field.
- Proven experience in data management and analysis.
- Strong understanding of databases and data analysis procedures.
- Knowledge of data privacy laws and best practices.
- Proven working experience as a Data Analyst.
- Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, STATA, R etc.).
- Excellent analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.

4. Database Administrator (BSc)



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Purpose of the Position: To maintain and enhance the SARMAAN Project's Database and will be responsible for the performance, integrity, and security of the SARMAAN's databases

Responsibilities:

1. Design and develop database architecture.
2. Install and configure database management systems (DBMS).
3. Plan and implement database storage solutions.
4. Monitor and maintain database performance.
5. Apply patches and updates to DBMS.
6. Manage database security and access controls.
7. Perform regular backups and data recovery operations.
8. Analyze database performance metrics.
9. Conduct regular performance tuning and optimization tasks.
10. Ensure data accuracy and consistency.
11. Implement data validation and cleansing procedures.
12. Develop and enforce database policies and standards.
13. Provide technical support to database users.
14. Conduct training sessions for staff on database usage and best practices.
15. Create and maintain database documentation.

Qualifications:

- BSc. in Computer Science, Information Technology, or a related field is required.
- A Master's degree in Database Management or Information Systems is an added advantage
- Technical Skills/Professional Experience:
 - Database Management Systems (DBMS), SQL Proficiency, Database Design, Backup and Recovery, Security, Operating Systems, Scripting and Automation, Cloud Computing, DevOps Practices and Relevant Work Experience.

5. M&E Officer (Monitoring and Evaluation Officer) (Minimum of MSc)

Purpose of the Position: To support the development and implementation of the Monitoring and Evaluation (M&E) framework to track project progress and impact.



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Responsibilities:

1. Develop and implement the M&E plan and indicator tracking matrix.
2. Collect, analyze, and report on project data to assess progress and effectiveness.
3. Conduct regular project evaluations to identify lessons learned and recommend improvements.
4. Facilitate knowledge sharing and capacity building on M&E practices within the organization.
5. Ensure alignment of the M&E activities with project goals and objectives.
6. And any other duties assigned.

Qualifications:

- Bachelor's or Master's degree in a relevant field (e.g., Economics, Statistics, Social Sciences).
- Experience in monitoring and evaluation in a project context.
- Strong analytical and data management skills.
- Proficient in statistical software and M&E tools.
- Excellent communication and stakeholder engagement skills.

6. Logistic Officer

Purpose of the position: We are seeking a detail-oriented and organized individual to join our team as a Logistics Officer. As a Logistics Officer, you will be responsible for ensuring the efficient flow of materials from vendors to our warehouse and then to various departments, as well as coordinating the logistics of field work at different sites and travels.

Key Responsibilities:

1. Receive and verify materials supplied by vendors, confirming quality, quantity, and dates of expiry.
2. Warehouse received materials, ensuring reagents and consumables/materials are appropriately stored at the required temperatures.
3. Dispatch approved requests of reagents and consumables to other departments following the FIFO (First In First Out) system.



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4. Manage inventory of stock by updating stock inventory cards and conducting periodic stock-taking exercises.
5. Plan and coordinate the packing and transport of materials and consumables for field work at different sites.
6. Purchase air tickets and manage other travel logistics
7. And any other duties assigned.

Qualifications:

- Bachelor's degree in logistics, supply chain management, or a related field preferred.
- Proven experience in logistics coordination or a similar role.
- Strong organizational and multitasking skills.
- Excellent attention to detail and accuracy.
- Ability to work effectively in a fast-paced environment.
- Proficiency in inventory management software and Microsoft Office Suite.
- Excellent communication and interpersonal skills.

7. Science Communicator (BSc)

Purpose of the Position: To effectively communicate scientific ideas, research findings, and technical knowledge that emanate from SARMAAN Project to diverse audiences through various media.

Responsibilities:

1. Develop and implement communication strategies to promote the visibility of scientific research.
2. Produce engaging and accurate content for press releases, social media, websites, and publications.
3. Organize public engagement events such as seminars, workshops, and exhibitions.
4. Foster relationships with media, educational institutions, and the public to enhance science outreach.
5. Translate scientific information into accessible language for non-expert audiences.

Qualifications:



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- Bachelor's degree in Science, Journalism, Communications, or related field.
- Experience in science communication, journalism, or public relations.
- Strong ability to translate complex scientific concepts into clear, engaging language.
- Excellent writing, editing, and oral communication skills.
- Creative thinking and proficiency in digital communication tools.

8. Accounting Officer

As an Account Officer, you will be responsible for managing financial transactions, ensure the accuracy and integrity of financial records, compliance with statutory regulations, and the provision of timely and accurate financial information to support decision-making processes for SARMAAN Project.

Responsibilities

- Handle accounts payable and accounts receivable activities
- Prepare financial reports and statements
- Assist with budgeting and forecasting
- Ensure compliance with financial regulations
- Perform financial analysis and provide recommendations
- Maintain accurate and up-to-date financial records
- Collaborate with team members to improve financial processes
- Maintain accurate and up-to-date financial records.
- Record all financial transactions in the appropriate ledgers.
- Ensure all entries are properly documented with relevant receipts and invoices.
- Prepare monthly, quarterly, and annual financial statements, including balance sheets, income statements, and cash flow statements.
- Generate ad-hoc financial reports as required by management.
- Assist in the preparation of the annual budget.
- Monitor actual performance against budget and prepare variance analysis reports.
- Provide financial forecasts to aid in strategic planning.



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- Ensure compliance with local, state, and federal financial regulations and reporting requirements.
- Coordinate with external auditors during audits and prepare necessary documentation and explanations.
- Prepare and file tax returns in compliance with relevant tax laws.

Qualifications

- BSc. /HND degree in Finance, Accounting, or a related field
 - Minimum of 2 - 6 years experience in accounting or finance
 - Proficiency in accounting software and MS Office
 - Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills

9. Research Assistant-Data (BSc/HND)

Job Purpose: The Data Research Assistant will be responsible for entering, validating and cleaning the study data collected into the database

Key Responsibilities:

- Ensuring that incoming data from study sites is collected and entered into study database in a timely manner.
- Performing routine data quality checks, validation, data gap analyses, and data backup.
- Preparing scheduled and ad hoc data reports as requested by the Data team lead.
- Handling qualitative data coding and analysis.
- Archiving and storing of all study data files.
- Any other duties assigned

Qualifications

- BSC./HND in Statistics, Computer Science, Epidemiology, Information Management or related fields.
- Experience in data management or research project.
- Proven proficiency in statistical packages (e.g. STATA, SPSS, and/or R) and Microsoft packages (particularly Excel).



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- Ability to generate data tables, charts, graphs will be a key requirement.

10. Research Laboratory Assistant (BSc/HND)

Purpose of the Position: To support the lab research team in collecting, analyzing and storing samples from the field to achieve the objectives of SARMAAN II Project.

Responsibilities:

1. Assist in designing and conducting experiments under the guidance of the laboratory Manager or Research Scientists.
2. Collect, analyze, and store samples.
3. Maintain and calibrate laboratory equipment.
4. Prepare laboratory reagents, compounds, and samples for testing.
5. Ensure compliance with laboratory safety protocols and all laboratory SOPs
6. Generate appropriate laboratory reports
7. And any other duties assigned.

Qualifications:

- Bachelor's degree in Microbiology, Science laboratory technology, or related field.
- Proven experience in a Microbiology laboratory setting.
- Strong analytical and problem-solving skills.
- Proficiency in using laboratory equipment and software relevant to the research.
- Excellent written and verbal communication skills.