Opening date: November 11, 2021  
Vacancy No: CGHR/221/11/21

Program description: This program is a collaboration between Kenya Medical Research Institute, the US Centres for Disease Control and Prevention, and other organizations and donors. It involves conducting research and programmatic support for activities related to Malaria, HIV, Tuberculosis and other diseases. It is in this mandate that the program is seeking a highly motivated and pro-active individual to fill in the following vacancy in the Post-introduction Pharmacovigilance of COVID-19 Study within the DGHP Branch.

Position: Research Administrator (9 positions) KMR6  
Location: Kisumu  
Reports to: Principal Investigator

Essential Requirements:

• Bachelor’s Degree in any of the following disciplines: - Social Science, Applied Sciences, Education, Public Health, or related field from a recognized institution  
• Proficiency in the use of computers.  
• Experience in field management of surveys  
• Fulfill the requirements of Chapter Six of the Constitution

Desired Skills, Competences & Abilities

• Qualitative and quantitative data collection and analysis  
• Good interpersonal communication skills  
• Demonstrated ability to work independently and proactively  
• High level of attention to detail in data management  
• Ability to multitask and prioritize duties

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Organizing and supervising the implementation of assigned field activities and related support duties  
2. Preparing and submitting reports on study status and deliverables  
3. Developing and designing local training and capacity building in collaboration with the study investigators  
4. Under minimal direction, coordinating a wide range of research procedures and conducting a variety of complex tasks determined by the field and scope of the study
5. Working as part of a team in contributing to the analysis of results under the direction of the project PI and data team, collating, managing data during data collection periods (monthly) and providing quality assurance/quality control

6. Coordinating and carrying out designated research tasks, making use of selected methodology and materials, desk research, statistical analysis, or other investigative techniques

7. Support the submission of periodic reports of project status to the PI, regularly suggesting additional tests or modifications in current procedures

**TERMS OF EMPLOYMENT:**
Employment is three months (3) contract. Salary is as per the stated salary scale.

Applications **MUST** include the following:
- Letter of Application *(INDICATE VACANCY NUMBER)*
- Current Curriculum Vitae with telephone number and e-mail address
- Three letters of reference with contact **telephone numbers and e-mail addresses**
- Copies of Certificates and Transcripts
- Contact telephone number

Interested candidates who meet the criteria above are encouraged to send in their applications to: **The Deputy Director, KEMRI-CGHR, P. O. Box 1578- 40100, Kisumu** and submit application via email address cghr@kemri.org

Applications are due no later than December 1, 2021

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*Only short listed candidates will be contacted*