KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

The Kenya Medical Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya, Science Technology and Innovation Act, 2013 and currently under KEMRI Order 2021 as the national body responsible for carrying out research in human health in Kenya. KEMRI’s vision is “to be a leading centre of excellence in human health research” and its mission is “to improve human health and quality of life through research, capacity building and service delivery”.

KEMRI seeks to recruit a dynamic, innovative and experienced person to fill the following;

1, ADMINISTRATIVE ASSISTANT, JOB GROUP KMR 8 – – (2 POSITIONS) – FINANCE, CGMR(C) – KILIFI

This is the entry and training grade for this cadre. An officer at this level will work under guidance and supervision of a Senior Administrative Assistant.

a) Job Specification
   i. General Office Administration
   ii. Response to minor emergencies such as water leakages.
   iii. Supervise Office cleaning.
   iv. Management of venues for office meetings

b) Person Specification
   For appointment to this grade, a candidate must have:-
i. Diploma in Business Administration, Management, Fleet Management, Public Administration, Political Science, Sociology, or any other relevant and equivalent qualification from a recognized institution.

ii. Proficiency in computer applications; and

iii. Fulfilled the requirements of Chapter Six of the Constitution.

c) Key Skills and Competencies

i. Planning skills

ii. Communication and reporting skills

iii. Interpersonal skills

iv. Team player

2, RESEARCH SCIENTIST, JOB GROUP KMR 6 - (1 POSITION – PRODUCTION)

This is the entry and training grade for this cadre for graduate employees. An officer at this level will work under guidance and supervision of a senior officer.

a) Job Specifications

i. Assist in the implementation of research projects and/or supervising designated aspects of the work;

ii. Assist in carrying out fieldwork and laboratory experimental procedures;

iii. Assisting in organization of the internal scientific seminars;

iv. Carry out experimental and/or developmental work under the supervision of a Senior Research Scientist or Assistant Principal Research Scientist;

v. Assist in the interpretation and validation of results;
vi. Guiding visiting scientific students /students on attachment
vii. Assisting in maintaining the scientific laboratory in good working condition; and
viii. In consultation with Senior Technologist, ensuring that all chemicals, reagents and consumables are properly stored in the laboratory.

b) Job Specifications
   i. Bachelor’s Degree in any of the following disciplines: - Biomedical Sciences, Analytical Chemistry, Applied Sciences, Public Health, any relevant Social Science, or equivalent qualifications from a recognized Institution;
   ii. Proficiency in computer application;
   iii. Fulfil the requirements of Chapter Six of the Constitution.

c) Key Skills and Competences
   i. Planning skills
   ii. Communication and reporting skills
   iii. Interpersonal skills
   iv. Team player

3. SENIOR RESEARCH SCIENTIST, JOB GROUP, KMR 5 – (2 POSITIONS – CVR)

a) Job Specifications
The duties and responsibilities of the officer will entail:-
   i. Participating in defining research problems;
   ii. Participating in planning of research activities and implementation of approved projects;
   iii. Assisting in communicating and dissemination of scientific results;
   iv. Participating in broad planning of research projects;
   v. Participating in interpretation and validation of results;
   vi. Participating in supporting visiting scientific students /students on attachment.
b) **Person Specification**

For appointment to this grade, a candidate must have:-

i. At least four (4) years relevant work experience;

ii. Bachelor’s Degree in any of the following disciplines: Biomedical Sciences, Analytical Chemistry, Applied Sciences, Public Health, any relevant Social Science, or equivalent qualifications from a recognized institution;

iii. Master’s Degree in any of the following disciplines: Biomedical Sciences, Analytical Chemistry, Applied Sciences, Public Health, any relevant Social Science, or equivalent qualifications from a recognized institution;

iv. Supervisory Course not lasting less than two (2) weeks from a recognized institution;

v. Developed at least eight (8) proposals, four (4) of which have been funded;

vi. Published at least four (4) articles in refereed journals with at least two (2) article as the first or lead author;

vii. Proficiency in computer application; and

viii. Fulfil the requirements of Chapter Six of the Constitution.

c) **Key Skills and Competences**

i. Planning and Organizational skills;

ii. Communication and reporting skills;

iii. Interpersonal skills;

iv. Creativity and Innovativeness;

v. Critical thinking skills

vi. Team player
4. CLINICAL RESEARCH SCIENTIST (PHARMACIST), KMR 5 – (1 POSITION – CCR)

This is the entry and training grade in this cadre. An officer at this level will work under guidance and supervision of a senior officer.

a) Job Specifications

The duties and responsibilities will entail:

i. Implementing pre-clinical and clinical research projects and/or supervise designated aspects of the work;

ii. General diagnosis, care, treatment and provision of specialized clinical care for study participants;

iii. Assist in carrying out fieldwork and pre-clinical and clinical experimental procedures;

iv. Carry out experimental and/or developmental work;

v. Contributing to interpretation and validation of results

vi. Conduct community diagnosis, care and treatment during Corporate Social Responsibility (CSR) activities;

vii. Assist in organization of the internal scientific seminars;

viii. Guiding visiting scientific students/students on attachment

ix. Maintaining the scientific pre-clinical and clinical facility

b) Person Specifications

For appointment to this grade, a candidate must have:

i. Bachelor’s degree in any of the following fields; Medicine and surgery, Dentistry, Veterinary, Pharmacy or equivalent qualifications from a recognized Institution;

ii. Proficiency in computer application; and

iii. Fulfil the requirements of Chapter Six of the Constitution

c) Key Skills and Competences

i. Planning and Organizational skills;
ii. Communication and reporting skills;
iii. Interpersonal skills;
iv. Creativity and Innovativeness;
v. Critical thinking skills
vi. Team player.

5. COMMUNITY HEALTH WORKER, JOB GROUP KMR/8 – (1 POSITION - CCR)

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a Senior Officer. The duties and responsibilities will entail:-

a) **Job Specification**
   
i. Identify potential study participants to be entered into research studies.
   
ii. Prescreen potential participants.
   
iii. Trace participants for follow-up clinics;
   
iv. Collecting and analyzing community health data for planning health care intervention programs;
   
v. Mobilizing communities to identify health challenges to facilitate development of promotion materials;
   
vi. Participating in health education and promotion in the communities
   
vii. Working with health care teams as a Community health resource person;
   
viii. Perform any other duty as requested by the study team leader

b) **Person Specification**
   
i. Diploma in the following fields; Community Health and Development, Nutrition, Social work or relevant qualification from a recognized Institution;
   
ii. Proficiency in computer application; and
   
iii. Fulfil the requirement of Chapter Six of the constitution
c) **Key Skills and Competencies**

   i. Organization Skills
   
   ii. Communication Skills
   
   iii. Interpersonal Skills
   
   iv. Team player

6. **DRIVER, JOB GROUP, KMR 10 – (10 POSITIONS)**

   This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior driver.

   **a) Job Specifications**

   The duties and responsibilities of the officer will entail:-

   i. Driving vehicles as authorized;
   
   ii. Carrying out routine checks on the vehicles;
   
   iii. Detecting and report malfunctioning of vehicles system;
   
   iv. Maintain records of vehicles;
   
   v. Ensuring security and safety of the vehicle;
   
   vi. Overseeing safety of the passengers and or goods therein;
   
   vii. Maintaining cleanliness of the vehicle;
   
   viii. Ensuring adherence to or observations of traffic laws; and
   
   ix. Reporting any incidents to police and/or the office immediately they occur.

   **b) Person Specifications**

   For appointment to this grade, a candidate must have:-

   i. Kenya Certificate of Secondary Education mean grade of D+ or its equivalent qualification from a recognized institution;
   
   ii. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
iii. Passed the Suitability Test for Drivers Grade III;
iv. Valid Certificate of Good Conduct from the Kenya police;
v. Proficiency in computer application; and
vi. Fulfilling the requirements of Chapter Six of the Constitution.

7. OFFICE ASSISTANT/PATIENT ATTENDANT, JOB GROUP KMR 12 (2 POSITIONS – CCR)

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

a) Job Specifications

Duties and responsibilities will entail:

i. Guide outsourced Cleaning services on cleaning of offices and compound;
ii. Recording and dispatching letters, files and documents;
iii. planting, weeding and pruning/mowing gardens;
iv. Collecting, assembling and disposing waste.

b) Person Specifications

For appointment to this grade a candidate must have:

i. Kenya Certificate of Secondary Education Mean Grade D or any other equivalent qualification from a recognized institution;
ii. Proficiency in computer application; and
iii. Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Skills and Competencies

i. Organizational skills;
ii. Public Relations skills
iii. Communication skills in both English and Kiswahili
iv. Interpersonal skills
**Terms of Employment:** Employment is for one (1) year contract, as per KEMRI Human Resource Policy and Procedures Manual with a probation period for the first three (3) months.

The following will be required during the interviews:- Certificate of good conduct, Higher Education Loans Board compliance certificate, KRA Tax compliance certificate, Credit Reference Bureau clearance certificate, Ethics and Anti-Corruption Commission clearance.

Kindly attach your cv, cover letter, copies of certified academic and professional certificates, testimonials and other relevant documents.

All the applications to be done through KEMRI Website [www.kemri.org/careers - E-Recruitment Portal](http://www.kemri.org/careers) on or before 23rd December 2021 latest 5.00 p.m.

Please visit the KEMRI web site [www.kemri.org](http://www.kemri.org) for more details on the advertisement.

**KEMRI is an equal opportunity employer committed to diversity. Persons with disability, women, youth and those from marginalized areas are encouraged to apply. KEMRI does not charge a fee at any stage of its recruitment process including application, interview and processing of offer letter. If asked for a fee, report such request immediately.**

**Only shortlisted candidates will be contacted.**