



KENYA MEDICAL RESEARCH INSTITUTE VACANCY ANNOUNCEMENT

Opening date: 21st January , 2022

Vacancy: CGHR/245/01/22

Project description: Base is a platform created to serve collaborative projects with shared facilities and equipment in Kisumu, Siaya, Busia and Homabay Counties. Base has a vacancy in the Human Resource/Administration section as stated below:

Position: Office Assistant, KMR 12 (1 position)

Location: Kisumu, Kisian

Duration: One (1) year with a possibility of extension

Reporting to: Administrative Officer

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:-

- Cleaning of offices and compound;
- Recording and dispatching letters, files and documents;
- Planting, weeding and pruning/mowing gardens;
- Collecting, assembling and disposing waste.
- Any other duties as may be assigned from time to time by immediate supervisor

b) Person Specifications

For appointment to this grade a candidate must have:-

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

c) Key Skills and Competencies

- Organizational skills
- Public Relations skills
- Communication skills in both English and Kiswahili
- Interpersonal skills

Remuneration: Compensation will be based on education level and demonstrated competency.

Apply to Deputy Director, CGHR, P. O. Box 1578-40100 and submit via email cghr@kemri.go.ke Kisumu not later than 10th February, 2022.

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 SELECTION PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY

Only short-listed candidates will be contacted