



## KENYA MEDICAL RESEARCH INSTITUTE VACANCY ADVERTISEMENT

**Opening date: December 10, 2021**

**Vacancy No: CGHR/243/12/21**

### **Project description:**

The Kenya Medical Research Institute (KEMRI), Centers for Disease Control and Prevention (CDC), and Liverpool School of Tropical Medicine (LSTM) is currently conducting a clinical trial on Probiotics and Synbiotics in Infants in Kenya (PROSYNK). Due to its continued growth, the program has an internal vacancy in the PROSYNK project within the Malaria Branch.

**Position:** Community Field Technologist      Job Group KMR8      Position(s) One

**Location:** Homabay

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

**Reporting to:** Research Administrator

### **Job description**

The Field supervisor will report directly to the site coordinator and study coordinator. S/He will supervise the field team and be responsible for ensuring that the timely data collection in the field is conducted in the highest standards possible as per the PROSYNK study protocol and GCP. S/he must be flexible and work within the existing structure, in a professional and ethical manner with competence, accountability and integrity.

### **Duties and Responsibilities**

- Profiles new work priorities and equitably assigns and distributes work among community interviewers and peer mothers.
- Conduct spot checks on field visits
- At the end of each day draw up summaries of daily activities, expedites reporting of missed procedures and prioritizes work for the next day.
- Manage the fuel float for the motorbikes used in the field
- Assist in conducting verbal autopsies and debriefing the community in the event of mortality
- Collection of accurate information from the study participants in line with the standards and guidelines set in the study protocol
- Schedule and prepare a work plan for phone calls, home follow up visits and reminders for scheduled visits for participants
- Ensure that all the relevant case reports and appointment cards are administered appropriately, and all questions asked during the interviews.
- Check questionnaires for accuracy and completeness at the end of interviews
- Keep clean and comprehensive records of study visits and their outcomes
- Conduct debriefing with the study participants at conclusion of interviews

- Ensure that supplies are available in time
- Adhere strictly to the project deadlines for completion of duties assigned
- Use motorcycles to carry out study trial related activities
- Responsible for the security, maintenance and timely renewal of personal riding/driving licenses
- Attend all the weekly meetings in time and report on progress of work
- Any other assigned/ delegated duties by the immediate supervisor

**Requirements:**

- Diploma in Administration, Community Health, Project Management or related field
- **One** year experience implementing field activities, especially clinical trial
- Good in English, Swahili and Dholuo, both spoken and written
- **MUST** be a motorcycle rider and BE in possession of a valid driving/riding license with emphasis of Class F and G

**Skills & Abilities:**

- Work with minimal supervision and be a team player
- Flexibility, including working over the national and public holidays
- Good communication, mobilization and coordination skills
- Knowledge of GCP principles
- Basic computer skills
- Willingness to learn new skills

**Terms of Employment:** One (1) year renewable contract as per KEMRI scheme of service and a Probation period for the first 3 months.

**Remuneration:** The salary scheme is based on the KEMRI scales.

**Applications should include the following:**

- Letter of Application (**indicate vacancy number**)
- Current Resume or CV, with names and contact information
- Letter of recommendation from supervisor
- Copies of Certificates or transcripts

**Applications should be addressed to the Deputy Director, CGHR, P. O. Box 1578 – 40100, Kisumu and sent electronically to [cghr@kemri.go.ke](mailto:cghr@kemri.go.ke) no later than February 14, 2022 . The subject in the email header should be the vacancy number.**

**KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER; WOMEN AND DISABLED PERSONS ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS SELECTION PROCESS INCLUDING APPLICATION, INTERVIEW MEETING AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY TO RELEVANT AUTHORITY**

Only short-listed candidates will be contacted