



*In search of Better Health*

## **KENYA MEDICAL RESEARCH INSTITUTE**

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### **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Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya, Science Technology and Innovation Act, 2013 and currently under KEMRI Order 2021 as the national body responsible for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. HEALTH RECORDS AND INFORMATION TECHNOLOGIST, JOB GROUP KMR 8 – CCR (1 POSITION)**

##### **a) Job Specifications**

Duties and responsibilities will entail:

- i. Collecting clinical\research data
- ii. Coding and indexing of records as per the stipulated requirements
- iii. Availing data in aid of research
- iv. Storing and retrieving of medical and research records
- v. Maintaining safe custody and confidentiality of records and information
- vi. Appraising of records; and preparing reports.

## **b) Person Specifications**

For appointment to this grade the candidate must have:

- i. Diploma in Health Records and Information Technology or any other relevant and equivalent qualification from a recognized institution;
- ii. Proficiency in computer application; and
- iii. Fulfil the requirements of Chapter Six of the Constitution

## **c) Key Skills and Competencies**

- i. Communication skills
- ii. Organizational skills
- iii. Interpersonal skills
- iv. Team player

## **2. PERFORMANCE MANAGEMENT, MONITORING AND EVALUATION OFFICER, JOB GROUP KMR 6 – (2 POSITIONS)**

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. Assisting in drafting monitoring and evaluation frameworks and plans
- ii. Assist in developing regular Monitoring and Evaluation reports
- iii. Assist in developing operational research tools and data analysis
- iv. Collect and populate data into Monitoring and Evaluation data base and facilitate retrieval
- v. Assisting in Writing and submitting reports on specific assignments;
- vi. Assisting in evaluating implementation of performance contract and compile reports
- vii. Monitor and evaluate implementation of strategic plan and Annual Work Plans;

### **b) Person Specification**

For appointment to this grade, a candidate must:-

- i. Bachelor's degree in any of the following disciplines: Economics, Statistics, Mathematics, Project Planning and Management; Public Policy/Administration, Strategic Management, relevant science field or any other equivalent qualification from a recognized institution;
- ii. Proficiency in Computer Application; and
- iii. Fulfilled the requirements of Chapter six of the Constitution.

**c) Key Skills and Competencies**

- i. Planning and Analytical skills
- ii. Communication and reporting skills
- iii. Interpersonal skills

**3. PLANNING & STRATEGY OFFICER, JOB GROUP KMR 6 - (1 POSITION)**

This is the entry and training grade for 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. Assisting in development and monitoring of the Institute Work plan and budget tracking;
- ii. Assisting in Writing and submitting reports on specific assignments;
- iii. Collection and Provision of economic planning data as required from time to time;
- iv. Assisting in compiling performance contract reports from the departments and keep records on performance contract targets;
- v. Participating in the preparation and implementation of strategic plan;

**b) Person Specification**

For appointment to this grade, a candidate must:-

- i. Bachelor's degree in any of the following disciplines: Economics, Statistics, Mathematics, Public Policy/Administration, Strategic Management, relevant science field or any other equivalent qualification from a recognized institution;
- ii. Proficiency in Computer Application; and
- iii. Fulfilled the requirements of Chapter six of the Constitution.

### **c) Key Skills and Competencies**

- i. Integrity
- ii. Planning and Analytical skills
- iii. Communication and reporting skills
- iv. Interpersonal skills

## **4. QUALITY ASSURANCE AND RISK MANAGEMENT OFFICER, JOB GROUP KMR 6 -(2 POSITIONS)**

This is the entry and training grade for 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. Assisting in preparing the program for monitoring of quality assurance Activities;
- ii. Assisting in carrying out quality checks of Research procedures and products;
- iii. Assisting in preparing non-conforming reports and corrective action plan on quarterly basis for decision making;
- iv. Assisting in Developing non-conforming products reports and corrective action plan on monthly basis; and
- v. Assisting in Carrying out internal audits on quality compliance and follow-up audits;

### **b) Person Specifications**

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

- i. Bachelor's Degree in Biomedical Sciences or any other relevant field from a recognized Institution;
- ii. Proficient in computer applications; and
- iii. Fulfil the requirements of Chapter Six of the Constitution.

### **c) Key Skills and Competencies**

- i. Planning skills;
- ii. Creativity and innovation skills;
- iii. Analytical skills;
- iv. Communication and reporting skills;
- v. Interpersonal skills;
- vi. Ability to work independently and Team player.

**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.go.ke/e-recruitment](http://www.kemri.go.ke/e-recruitment) - **E-Recruitment Portal** on or before **13<sup>th</sup> February 2022** latest 5.00 p.m.

Please visit the KEMRI web site [www.kemri.go.ke](http://www.kemri.go.ke) 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.**