



In search of Better Health

KENYA MEDICAL RESEARCH INSTITUTE

RE-ADVERTISEMENT

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Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya, Science Technology and Innovation Act, 2013 and currently under KEMRI Order 2021 as the national body responsible for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. SENIOR LEGAL ASSISTANT, JOB GROUP KMR 7 - (1 POSITION)

a) Job Specification

- i. Assists in planning for Board meetings and Board committee meetings;
- ii. Assist in administration of the Board packs/ (Electronic Board Portal) and document dissemination from management to the Board and Board committees;
- iii. Assist in coordinating the collection, review and quality assurance of all documentation and materials sent from management to the Board, Board committees.
- iv. Assist Maintaining the corporate record;
- v. Ensuring that Board notices, minutes, papers are accurately filed;
- vi. Organizing, supporting, and record keeping (including research, preparation for and of all corporate record minutes) for the Board and Board committees;
- vii. Ensuring effective corporate governance and maintaining a roster of all current Board members and their skill sets;

- viii. Ensuring the timely delivery of Board meeting and Board committee meetings materials;
- ix. Assist in payment of Board expenses and allowances and coordinating Board field visits;
- x. Ensuring that key governance/company secretarial matters are clearly identified brought to the attention of the Corporation Secretary and Director, Legal Services.
- xi. Undertaking such assignments as may be assigned by immediate supervisor;

b) Person Specifications

- i. At least four(4) years relevant work experience;
- ii. Diploma in Legal studies or its equivalent from a recognized institution.

OR

Passed Part III of Certified Public Secretaries (CPS III) Examination or its recognized equivalent;

- iii. Proficiency in computer application; and
- iv. Fulfill the requirements of Chapter Six of the Constitution.

c) Key Skills and Competencies

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

2. OFFICE ADMINISTRATOR, JOB GROUP KMR 6 - (1 POSITION – LEGAL DEPT. - NAIROBI)

This is the training and entry grade for Degree holders in this cadre. Duties and responsibilities at this level will entail: -

a) Job Descriptions

Duties and responsibilities will entail: -

- i. Recording dictation in shorthand and transcribing it in typewritten form; typing from drafts, manuscripts or recording from dictation machines;
- ii. Processing data; ensuring security of office records, equipment and documents, including classified materials; ensuring integrity and confidentiality of data;
- iii. Management of e-office;

- iv. Operating office equipment; managing of office protocol; coordinating travel arrangement and office itineraries;
- v. Maintaining an up to date filing system in the office; managing office protocol etiquette;
- vi. Managing office petty cash; supervising office cleanliness; handling telephone calls and appointments; and ensuring security of office records, documents and equipment.

b) Person Specifications

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

- i. Kenya Certificate of Secondary Education mean grade of C- with at least C (Plain) in English or Kiswahili or its equivalent qualification from a recognized institution.
 - ii. Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;
- OR**
- iii. Bachelor's Degree in Social Sciences **AND** a Diploma in Secretarial Studies from a recognized institution;
 - iv. Proficiency in computer applications; and
 - v. Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Skills and Competencies

- i. Planning skills
- ii. Communication skills
- iii. Interpersonal and negotiation skills
- iv. Team player

3. COMMUNITY HEALTH WORKER (ORAL HEALTH), 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

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/e-recruitment - **E-Recruitment Portal** on or before **13th February 2022** latest 5.00 p.m.

Please visit the KEMRI web site 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.