



In search of Better Health

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Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya, Science Technology and Innovation Act, 2013 and currently under KEMRI Order 2021 as the national body responsible for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. RECORDS MANAGEMENT ASSISTANT, JOB GROUP KMR 8 - (2 POSITIONS)

This is the entry and training grade for Diploma holders 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 of the officer will entail:-

- i. Participating in Implementation of records management policies and procedures;
- ii. Providing support in security of files and information;
- iii. Providing support in handling of documents, pending correspondences and bring ups;

- iv. Participating in disposal schedules in accordance with relevant government laws and regulations;
- v. Providing support in Classifying and indexing of records;
- vi. Providing support in mail management; and
- vii. Participating in maintaining, verifying and evaluating existing records management systems.

b) Person Specification

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

- i. Diploma in Records Management, Information Management, Information Science, Library Science or equivalent qualification from a recognized Institution;
- ii. Proficiency in computer applications; and
- iii. Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Skills and Competencies

- i. Organizational skills;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Integrity;
- v. Team player;
- vi. Attention to detail;

2. SENIOR RECORDS MANAGEMENT ASSISTANT, JOB GROUP KMR 7 - (1 POSITION)

a) Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Implementing records management policies and procedures;
- ii. Ensuring security of files and information;
- iii. Ensuring proper handling of documents, pending correspondences and bring ups;

- iv. Preparing disposal schedules in accordance with relevant government laws and regulations;
- v. Classifying and indexing of records;
- vi. Ensuring effective mail management ;and
- vii. Maintaining, verifying and evaluating existing records management systems.

b) Person Specifications

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

- i. At least four (4) years relevant work experience;
- ii. Diploma in Records Management, Information Management, Information Science, Library Science or equivalent qualification from a recognized Institution;
- iii. Proficiency in computer applications;
- iv. Demonstrated work performance and results; and
- v. Fulfilled the requirements of Chapter Six of the Constitution

c) Key Skills and Competencies

- i. Communication skills
- ii. Interpersonal skills
- iii. Integrity
- iv. Team player
- v. Attention to detail

3. SENIOR ENGINEERING TECHNOLOGIST, JOB GROUP KMR 7 - (1 POSITION)

a) Job Specifications

Duties and responsibilities at this level will include:

- i. Installing, inspecting and testing installations in the institute
- ii. Preparing repair and maintenance schedules in the relevant sections for institute infrastructure, installations and equipment

- iii. Maintaining, repair, servicing and operating Plant, vehicles, equipment, roads buildings, plumbing and drainage systems in the institute
- iv. Operation, repair and maintenance of institute utilities
- v. Participating in design and preparation of specifications for simple structures and installations
- vi. Taking and updating inventory of institute assets
- vii. Servicing and calibrating institute equipment

b) Person Specifications

For appointment to this grade, a candidate must have:

- i. At least four(4) years relevant work experience;
- ii. Diploma in any of the following fields: Electrical/Electronics, biomedical, Mechanical, Civil Engineering, building and construction, architecture or other relevant field from a recognized Institution.
- iii. Basic Calibration course by the relevant standards body.
- iv. Proficiency in computer application.
- v. Demonstrated work performance and results; and
- vi. Fulfil the requirements of Chapter Six of the Constitution.

c) Key Skills and Competencies

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

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 - **E-Recruitment Portal** on or before **27th 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.