



## KENYA MEDICAL RESEARCH INSTITUTE VACANCY ANNOUNCEMENT

**Opening date:** March 15, 2022

**Vacancy number** CGHR/265/03/22

This program is a collaboration between the Kenya Medical Research Institute (KEMRI), and the US Centers for Disease Control and Prevention (CDC). It involves conducting research and program support for activities related to outbreak response and surveillance of various diseases in the country and the region. It is within this remit that the Diagnostic and Laboratory Systems Program within the Division of Global Health Protection is seeking applications from energetic, motivated and innovative candidate to fill the position of data analyst within the DSLP laboratory. The successful applicant will be Reporting to the laboratory Management. S/he will be responsible for all the data management procedures of the various studies within the program. S/he will be expected to work on various database/studies and therefore should be able to prioritize tasks and meet set deadlines. S/he will work closely with the laboratory staff, other data analysts, field workers, and the laboratory supervisors/management to effectively perform her/his duties

**Position:** Data Analyst –J/G KMR 6 (1 position)

**Location:** DLSP, Nairobi

**Reports to:** Lab Manager in Nairobi

### **Essential Qualifications**

- i. Bachelor's degree in Statistics, Mathematics, Information/Computer sciences or equivalent from a recognized university
- ii. Minimum of 2 years' experience as a data analyst or similar duties
- iii. Demonstrable skills in at least one statistical package for data manipulation, preferably R, STATA, SPSS, SAS or related software
- iv. Strong analytical skills with ability to collect, organize, analyze and disseminate significant amounts of information with attention to details and accuracy
- v. Adept at queries, report writing and presenting findings
- vi. Experience in cleaning data and performing quality assurance procedures
- vii. Should be able to program in Microsoft Visual Studio
- viii. Be familiar with SQL databases

### **Desirable Qualities:**

- i. Ability to supervise and work as a team, with good interpersonal skills;
- ii. Ability and willingness to learn additional skills on the job

### **Specific Tasks and Responsibilities**

- i. Design and manage databases and data entry procedures
- ii. Interpreting data and analyzing results using statistical techniques
- iii. Develop and implement data analyses, data collection systems and other strategies to optimize statistical efficiency and quality
- iv. Acquire data from primary or secondary data sources and maintain databases/data systems

- v. Identify, analyze and interpret trends or patterns in complex data sets
- vi. Filter and clean data, and locate and correct code problems
- vii. Programming for data manipulation/report writing
- viii. Improve data collection procedures
- ix. Perform data cleaning, processing and validating the integrity of data
- x. Deal with routine problems arising in the course of data handling
- xi. Develop standard operating procedures (SOPs) for all data management related procedures
- xii. Verify data input and correct errors
- xiii. Train staff on data analysis and manipulation skills
- xiv. Provide timely reports and feedback to the laboratory management/study investigators regarding the status of data, detected deficiencies and corrective action needed in databases
- xv. Perform other duties as assigned by the laboratory leadership

**Terms of Employment:** A one-year renewable contract as per KEMRI scheme of service and a probation period for the first 3 months.

**Remuneration:** Salary is negotiable within the appropriate KEMRI pay grade depending on education and experience

**Applications MUST include the following:**

1. Letter of Application (**INDICATE VACANCY NUMBER**)
2. Current Curriculum Vitae with telephone number and e-mail address
3. Three letters of reference with contact **telephone numbers and e-mail addresses of the referees**
4. Copies of Certificates, Diplomas or Transcripts

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 **4<sup>th</sup> April 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; WOMEN AND DISABLED PERSONS ARE ENCOURAGED TO APPLY. KEMRI/CDC AND 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**