



*In Search of Better Health*

## VACANCY ANNOUNCEMENT

**Opening Date: 17<sup>th</sup> March, 2022**

### **Program description**

Strengthening the Cervical Cancer Referral Pathway and Management – An Implementation Study of canSCREEN® in Nairobi, Kenya. This project is a collaboration between the National Cancer Institute of Kenya, the Kenya Medical Research Institute, the US National Cancer Institute and other organizations. The aim of this study is to gather information to inform the development, testing, and implementation of streamlined cervical cancer referral pathways and management to reduce morbidity and mortality due to cervical cancer, and to increase the proportion of women who access and complete treatment for cervical cancer. We propose to configure and pilot the canSCREEN® data platform as an integral tool to streamline cervical cancer care.

It is upon this background that the program is seeking a highly motivated and pro-active individual to fill in the following vacancy in the project.

### **1. Position: Research Administrator (1 position)**

**Station: National Cancer Institute of Kenya, Nairobi,  
Reports to: Principal Investigator**

#### **Essential Requirements:**

- Bachelor's Degree in any of the following disciplines: - Community Health and Development, Environmental Health, Public Health, or equivalent qualifications from a recognized institution
- Proficiency in computer applications and at least one statistical package in both qualitative and quantitative research i.e. STATA, SPSS, INVIVO, ATLAS TI, e.t.c.
- Fulfill the requirements of Chapter Six of the Constitution

#### **Desired Skills, Competences & Abilities**

- Strong planning and coordination skills
- Good interpersonal communication skills
- Attention to detail
- Ability to multitask and prioritize duties

#### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Organizing and supervising the implementation of all field activities
2. Serving as a link between the project coordinator and the investigative team, managing information on study status and deliverables

3. Drafting, editing and preparing correspondences, reports and other project related materials
4. Under minimal supervision, conducting a variety of complex tasks determined by the field and scope of the study
5. Working as part of a team in contributing to the analysis of results under the direction of the project PI and data team, collating, managing data during data collection periods (monthly) and providing quality assurance/quality control
6. Support the submission of periodic reports of project status to the PI,

## **2. Position: Research Assistant (1 position)**

**Station: Kenya Medical Research Institute, Nairobi**

**Reports to: Principal Investigators**

### **Essential Requirements:**

- Bachelor's Degree in a relevant health discipline; Public Health, Psychology, Social Policy, Economics, Politics, Sociology, Economic and social history, Biology, Nursing, Social work or equivalent. Duties and Responsibilities
- The successful candidate will organize and attend a bespoke program of training on canSCREEN
- The Research Assistant will organize all aspects of data collection (recruiting participants, consenting, arranging interviews, training health facility staff, follow up.
- The Research Assistant will liaise with relevant stakeholders in the research sites (County governments, selected facilities, Ministry of Health representatives, community representative, policy makers, NHIF, NGOs and others as required)
- The successful candidate will work with Kenyan clinical service providers to pilot test and implement canSCREEN®
- The Research Assistant will be responsible for arranging transcription and translation
- The Research Assistant will code and analyse the transcribed data (using Nvivo software for which training will be provided) and share the analysis with the study team.
- The Research Assistant will be responsible for the secure storage and management of the data gathered and transcribed, in accordance with the data protection policy of their University.

### **Skills, Attitude and Behavior**

- Evidence of good administrative and project management skills
- Proven ability to establish rapport and interact effectively with project participants, stakeholders and colleagues
- Evidence of excellent oral and written communication skills
- Evidence of self-motivation and the ability to work independently
- Good IT and computing skills
- Proficiency in computer applications and at least one statistical package in both qualitative and quantitative research i.e. NVIVO, STATA, SPSS, INVIVO, ATLAS TI, e.t.c.
- Time management skills including ability to prioritize workload
- Trustworthy and reliable
- Excellent attention to detail

- Fluent in English and Swahili
- Knowledge of public health policy and/or current issues in public health
- Bachelor's degree level in a relevant discipline within Health or Social Sciences (e.g. public health, psychology, social policy, economics, politics, sociology, economic and social history, biology, nursing, social work, medicine, pharmacy and other disciplines) will be an added advantage.

**Terms of employment**

Employment is a one-year renewable contract with a probation period for the first 3 months. Salary is negotiable within the appropriate grade depending on education, experience and demonstrated competency.

**HOW TO APPLY**

- a) All applicants must meet each selection criteria detailed in the minimum requirements.
- b) Must include a current CV with names of at least 2 referees.
- c) Must include copies of academic and professional certificates.

A duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent to **cancerregistry@kemri.go.ke** no later than **6<sup>th</sup> April , 2022**.

**KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY.**

**Only those shortlisted will be contacted.**