



KENYA MEDICAL RESEARCH INSTITUTE INTERNAL VACANCY ADVERTISEMENT

Opening date: 11th April, 2022

Vacancy No: CGHR/268/03/22

Project description:

The Kenya Medical Research Institute (KEMRI), Centers for Disease Control and Prevention (CDC), and Liverpool School of Tropical Medicine (LSTM) are currently conducting a pregnancy registry study in Homa Bay County investigating the safety of artemisinin combination drugs in the first trimester.

Position: Field Supervisor (Homa Bay), KMR8 (3 Positions)

Location: Homabay

Duration: One (1) year with a possibility of extension

Reporting to: Research Administrator

Requirements:

1. Diploma in Project management, social sciences, social work, public health, community health and development
2. At least two years' field work experience at supervisory level
3. Fluent in English, Swahili and Dholuo, both spoken and written
4. Be an experienced motorcycle rider in possession of a valid driving/riding license with emphasis of Class F and G
5. Field work experience in Homabay County is an added advantage
6. Have experience working with community health volunteers (CHVs)

Skills & Abilities

1. Work with minimal supervision and be a team player
2. Flexible, including working over the national and public holidays
3. Good interpersonal communication skills
4. Knowledge of GCP principles
5. Basic computer skills
6. Ability and willingness to learn additional skills on the job

Job description

The Field supervisor will report directly to the site coordinator and study coordinator. S/He will supervise the field team and be responsible for ensuring that the timely data collection in the field is conducted in the highest standards possible as per the MIMBA study protocol and GCP. S/he must be flexible and work within the existing structure, in a professional and ethical manner with competence, accountability and integrity.

Duties and Responsibilities

- Profiles new work priorities and equitably assigns and distributes work among health facility data clerks, community health volunteers and community field workers.
- Conducts Q/C on MoH and community QED registers and triggers on-job training where data gaps are noted
- Lead community consenting and re-consenting where applicable
- Lead community household mapping and registration in close liaison with MoH team
- Lead community data quality assessment audits (DQA) in close liaison with QMP lead, study coordinator and MoH teams
- Lead biweekly meetings with community health volunteers to follow up missing data points on MoH 513, CHV enrolment logs and MoH 514.
- Ensure all scanform registers are scanned on time before end of the month including health facility and community registers.
- Conduct spot checks on field visits, CHV enrolment logs.
- Conduct spot checks on referrals for home deliveries, home miscarriages, health facility deliveries
- Prepares weekly reports and shares with the team at weekly meetings.
- Manage the float for all study activities including CHV meetings, MoH meetings,
- Ensure that all the relevant registers are distribute; manage register inventory and report shortages.
- Review concordance of data on RedCap, and MoH registers
- Respond to, and follow up queries from data team.
- Check MoH and community registers for accuracy and completeness.
- Ensure that supplies are available in time
- Adhere strictly to the project deadlines for completion of duties assigned
- Use motorcycles to carry out study trial-related activities
- Responsible for the security, maintenance and timely renewal of motorcycle and their licenses
- Attend all the weekly meetings in time and report on progress of work
- Any other assigned/ delegated duties by the management

Terms of Employment: One (1) year renewable contract as per KEMRI scheme of service and a Probation period for the first 3 months.

Remuneration: Compensation is negotiable within a relevant grade, based on education levels, relevant experience and demonstrated competency. The salary scheme is based on the KEMRI scales.

Applications should include the following:

- Letter of Application (**indicate vacancy number**)
- Current Resume or CV, with referee names and contact information
- Letter of recommendation from the supervisor
- Copies of Certificates or transcripts

All the applications to be done through **KEMRI Website www.kemri.go.ke/e-recruitment - E-Recruitment Portal** on or before **1th May 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; 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