KENYA MEDICAL RESEARCH INSTITUTE

EXTERNAL ADVERTISEMENT

KEMRI–CCR PHRD (Thika) clinical trials Project is currently looking for a motivated individual to fill in the following vacant position:

Position: Study Administrator KMR 6 (1 position)
Location: Thika
Reports to: Principal Investigator

Job purpose:

To offer project administrative support at the PHRD Thika Clinical Research site.

Responsibilities:

- Participate in regular study calls
- Assist in making calls to principal investigators
- Assist in keeping track of study activities against target milestones
- Assist the Principal Investigators in preparing study implementation reports.
- Assist the Principal Investigators in their day-to-day study implementation activities
- Assist in filling study questionaries and forms
- Assist in drafting and distributing study letters
- Maintain and keep track of study calendar
- Provide logistical support for workshops and project meetings
- Perform clerical duties including photocopying, scanning, filing, and mailing
- Assist in regulatory submissions.

STAFF QUALIFICATION AND COMPETENCIES

Education and Professional training

- Bachelor's Degree in Business Administration, Monitoring and Evaluation or any related field

Competencies

- Excellent communications skills
- Team Player
- Excellent computer skills
- Excellent report writing skills
- Mature and self-motivated

- High Integrity and confidentiality
- Good planning and organizing skills
- Ability to work independently

Experience

- At least two (2) years of experience.

Terms of employment

Employment is a six months contract with a probation period for the first 2 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.
d) Must include a copy of Certificate of good conduct
e) Must have KRA Certificate of Tax compliance
f) Must have Clearance Certificate from HELB
g) Must have credit reference Bureau Certificate

A duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent to: phrdrecruit@pipsthika.org not later than **2nd June,2022.**

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITED 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 those shortlisted will be contacted.