



In Search of Better Health

KENYA MEDICAL RESEARCH INSTITUTE VACANCY ANNOUNCEMENT

Opening date: 9th May 2022

Project description:

The KEMRI Graduate School is due to carry out a training and evaluation on use of COVID-19 testing procedures in county and referral health facilities, port of entries and other, approved institutions. The tests include rapid tests, ELISA, PCR, sequencing among others. The aim is to monitor the reliability of these procedures in actual field operational situations including getting feedbacks from involved stakeholders - health care staff, travellers, inpatients and outpatients among others. The project seeks the services of a fulltime project administrator to support the coordination of the project.

Position: Project Administrator, KMR 6 (2 positions)

Location: Nairobi and Kilifi

Reports to: Principal Investigator (PI)

Duties and Responsibilities.

- Organizing and supervising the implementation of all project field activities and performing necessary support duties
- Promotion and communication of project activities to relevant stakeholders
- Serving as a principal source of information of study status and deliverables
- Developing and designing local training and capacity building of trainees and project staff in collaboration with the study investigators
- Drafting, editing, and preparing correspondence, reports and other project related materials
- Coordinating a wide range of research procedures and conducting a variety of complex tasks determined by the field and scope of the study
- Support the submission of periodic reports of project status to the PI, regularly suggesting additional tests or modifications in current procedures

Qualifications

- Bachelor's Degree in Business Administration, Finance, Accounting, communication, or any relevant field.

Experience

- At least 3 years' experience in project management, accounting, or communication

Terms of Employment

Employment will be on six (6) months contract.

Applications MUST include the following

- Letter of Application
- Current Curriculum Vitae with telephone number and e-mail address
- Copies of Certificates and Transcripts.

Applications should be sent through graduateschool@kemri.go.ke no later than 29th May 2022.

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER; WOMEN AND DISABLED PERSONS ARE ENCOURAGED TO APPLY. KEMRI 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