



**KENYA MEDICAL RESEARCH INSTITUTE
VACANCY ANNOUNCEMENT**

Opening date: 9/16/2022

Vacancy No. CGHR/307/08/22

Project Description: The Kenya Medical Research Institute/Centre for Global Health Research (KEMRI/CGHR), the US Centers for Disease Control and Prevention (CDC) are collaborating to conduct research on malaria, HIV, TB and other diseases of public health importance. An opportunity is currently in a project **Titled: Measuring the medium-term impact of school-based interventions as girls transition into adulthood (CCG2)**

POSITION: Administrative Assistant, KMR 8 (1 position)

REPORTS TO: Research Administrator

LOCATION: Kisumu

MINIMUM REQUIREMENTS

Diploma in any of the following disciplines: Business Management, Human Resource Management, Business Administration, or any other approved equivalent qualification from a recognized institution.

Proficiency in written and verbal English & Kiswahili

Certificate in Computer Application Skills from a recognized institution.

DESIRED QUALITIES:

Excellent communication and interpersonal skills

Must be flexible to work within the existing structure.

Ability to work with minimal supervision.

Position Summary:

The purpose of the job is to handle project resource management information systems, assist in the implementation and operations functions in the program.

Major Duties and Responsibilities

- i. To effectively plan, organize, and administer the activities of the projects.
- ii. Making orders for clinical, laboratory and logistical study supplies and equipment using the appropriate methods
- iii. Maintain study records and ensure integrity of data and information.
- iv. Keeping and tracking staff leave schedule
- v. Booking for facilities to be used for training, meetings and writing minutes during meetings
- vi. Keep accurate records of financial transactions for money advanced for project use and submit expenditure documents for accounting purposes.
- vii. Ensuring availability of adequate supplies in the field sites
- viii. Maintain inventory of supplies and equipment as appropriate

- ix. Organize transport and logistics operations including booking travel and processing allowances for project staff as appropriate
- x. Undertake other duties as may be assigned by the immediate supervisor

Terms of Employment: This is a one- year (1) contract as per KEMRI scheme of service

Remuneration: Compensation is negotiable within a relevant grade, salary scheme is based on the KEMRI scales.

Applications should include the following:

1. Letter of Application (**Indicate Vacancy Number**)
2. Current Resume or Curriculum Vitae (not more than four pages) with telephone number and e-mail address
3. Two letters of reference with contact telephone numbers and e-mail addresses

All the applications to be done through KEMRI Website [www.kemri.go.ke/e-recruitment portal](http://www.kemri.go.ke/e-recruitment-portal) on or before October 6, 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 COMMITTED 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 SELECTION PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY

Only short-listed candidates will be contacted.