



# KENYA MEDICAL RESEARCH INSTITUTE

## VACANCY ANNOUNCEMENT

**Opening date:** October 28, 2022

**Vacancy No.** CVDC/002/10/22

### **Project description**

BOHEMIA (Broad One-Health Endectocide-based Malaria Intervention in Africa) is a Unitaid funded project affiliated to the Kenya Medical Research Institute (KEMRI) conducting a cluster randomised controlled trial (cRCT) to evaluate ivermectin mass drug administration (MDA) to humans and cattle for malaria prevention trial in Kwale county. The project's local implementing partner is KEMRI, through Kwale and Kilifi KEMRI Centers. The project is seeking to appoint a Project Manager Assistant to support the team in implementing a robust, multi-faceted cluster randomised controlled trial based in Kwale country.

**POSITION:** Project Manager Assistant (1 position)

**Job Grade:** KMR 7

**LOCATION:** Kwale,

**REPORTING TO:** Project Manager of BOHEMIA study

### **Position summary**

The candidate will be expected to support the management team in the effective coordination and execution of activities and resources to achieve project deliverables and successful project completion within allotted timelines. The candidate will work under a multi-disciplinary team of scientists, trial coordinators, study compliance officers, and clinicians, mainly reporting to the project management team. The successful candidate will oversee a variety of tasks delegated to them by the project management team, which will range from administrative to more project specific and change throughout the course of the project.

### **Job Specification**

- Support the project manager team in the daily functioning of the project and developing of tasks.
- Monitoring the achievement of project activities.
- Ensure compliance with internal and the sponsor's directives of administrative documentation.
- Prepare tracking documents and tools for deliverables, meetings, and update them regularly.
- Maintain follow-up system for action and deadlines.
- Schedule meetings, appointments, teleconferences, trainings, and videoconferences logistics.
- Support the financial manager by handle financial reimbursements, and imprest management.
- Assist in planning and organizing transport, engagements, events and visits, including travel logistics, reservations, and agendas.
- Manage casual labour contract needs and other professional service needs.

- Organize and maintain copies of all appropriate project documentation.
- Other tasks as directed by the project manager team.

### **Person specification**

- Diploma Certificate in a relevant field.
- A minimum of C+ KSCE
- At least 2 years of experience as a project assistant (or a similar type of coordination position) with a demonstrated track-record in handling administrative duties and coordination of activities from different workstreams.

### **Key Skills and Competencies**

- Team player with excellent interpersonal skills and ability to motivate and inspire others.
- Solid organizational skills, including attention to detail and multitasking skills.
- Excellent time management, prioritization and organizational skills.
- Critical thinking and problem-solving skills, ability to handle troublesome situations and anticipate issues with a decisive attitude.
- Outstanding communication skills with ability to adapt to different types of audiences maintaining cultural sensitivity and professionalism.
- The ideal candidate will also have a high degree of integrity, discipline, and work ethic.

### **Desired but not essential**

- Experience working in Kwale.
- Experience working in health-related research.

### **Terms of Employment**

One (1) year renewable contract as per KEMRI scheme of service. Probation period for the first 3 months. Salary is payable within the stated job grade.

Applications MUST include the following:

- Letter of Application (INDICATE VACANCY NUMBER)
- Current Curriculum Vitae with telephone number and e-mail address
- Contacts of three referees including telephone numbers and/or e-mail addresses
- Copies of Certificates.
- Contact telephone number

Application letter should be addressed to the **Deputy Director, CGMR (C), P. O. Box 428– 80108 Kilifi.**

**Application deadline** is November 11, 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