



KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

Opening date: November 8, 2022

Vacancy No. CGHR/318/09/22

Project Description: The Kenya Medical Research Institute in collaboration with partners, carries out research in Malaria, HIV, TB and other diseases. HIV-Research in partnership with WHO intend to undertake a study to evaluate performance qualitative HIV molecular assay characteristics of the VISITECT® CD4 Advanced Disease semi-quantitative point of care CD4. The study therefore has a vacancy at detailed below:

Position: CLERICAL OFFICER (CO)KMR 10, 3 positions

Location: Kisumu County

Reports to: Research Administrator

Qualification/Requirements

- Kenya Certificate of Secondary Education grade D⁺ plus
- Certificate in HIV Testing Services (HTS)
- Certificate in computer packages
- Must be residents of the study sites
- Good command of English and Swahili languages

Job Description

The CO will report directly to the Research Administrator and will be responsible for collecting timely and accurate data in his or her assigned duty.

Specific Tasks and Responsibilities

- Consent study participants
- Perform finger prick procedure and test using rapid test device
- Assist with recruitment of participants to enroll in study
- Complete study forms accurately and completely
- Perform data entry through diaries and computer
- Communicate field matters to supervisor
- Attend study meetings and report on progress of work
- Any other duty as may be assigned from time to time by immediate supervisor.

Terms of Employment:

A three-and-a-half-month fixed term contract

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 i.e., **telephone numbers and e-mail addresses**
- ✓ Copies of Certificates
- ✓ Day time contact telephone number

Note: Applications must include copies of certificates & national ID, applications without this will be disregarded.

Interested and qualified candidates are encouraged to apply through post **to Deputy Director, CGHR, P. O. Box 1578-40100 Kisumu not later than November 28, 2022.**

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