



Centre for Microbiology Research

**KEMRI - RCTP**

## **VACANCY ANNOUNCEMENT**

**Opening Date: February 8, 2023**

### **Background Information:**

The Cervical Cancer Screening and Prevention Study (CCSP) is a collaboration between the Kenya Medical Research Institute (KEMRI) and Duke University. The CCSP study conducts various clinical, behavioral and implementation studies to provide evidence-based information in women's health care.

The study is currently looking for mature, motivated individual to fill in the following position:

### **1. Position: Office Assistant (1 Position) K MR 8 Vacancy No. FN-18-02-2023**

**Reports to: Study Administrator**

**Location: Kisumu**

**Duration: 1 Year Renewable Contract as per KEMRI Scheme of Service. The first 3 months is a probation period**

### **Duties and Responsibilities:**

1. Photocopying and filing of office/study documents.
2. Maintaining office (compound) cleanliness. Includes cleaning the office, kitchen and bathroom.
3. Cleaning and Autoclaving speculums and Biopsy forceps.
4. Keeping stock of office supplies (keeping track of things that are running low).
5. Running office errands e.g. collecting and sending parcels, purchasing office supplies, etc.
6. Supporting project tasks as needed.

### **Required Qualifications**

- Certificate in front office, secretarial, business management, social work or any related field.

### **Other Required Skills**

- At least 1 year experience working as an administrative assistant or similar role in a busy set-up.
- Must have worked in a sexual and reproductive health setting in particular cervical cancer screening program.
- Previous experience working in a research setting (added advantage)
- Honest and of high integrity.
- Fluency in English, Kiswahili and Luo.
- Very flexible and adaptable to the set tasks.

## **How to Apply**

- a) All applicants must meet each selection criteria detailed in the minimum requirements.
- b) Must include a current CV with the names of at least three referees.
- c) Must include copies of academic and professional certificates.
- d) Indicate the Vacancy Number on the subject of the application Email.

A duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent to: **hrrctp@kemri-rctp.org** not later than February 28, 2023.

***KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY.***

**Only short-listed candidates will be contacted**