Centre for Microbiology Research

KEMRI - RCTP

# VACANCY ANNOUNCEMENT

**Opening Date: February 8, 2023**

**Background Information:**

MENTAL Health study is partially nested in the KENya Single-dose HPV vaccine-Efficacy (KEN SHE) Study being conducted in Kisumu, Thika and Nairobi.This is a comparative Cross-Sectional Study broaden our understanding of the prevalence, risk factors and consequences of maternal mental health in pregnant andparenting AGYW in a low resource setting. The project's local implementing partner is KEMRI, through Kisumu, Thika and Nairobi KEMRI Centers.

## 1. Position: Interviewer (1 Position) K MR 7 Vacancy No. FN-04-02-2023

**Reports to: Study Coordinator**

**Location: Kisumu**

**Duration: 4 Months Contract**

**Qualifications**:

- Diploma in Social Work, Community Health, or related fields
- Language skills: fluency in English, Kiswahili, and Dholuo, spoken and written
- Computer proficient (Microsoft Office, e-mail, Zoom)
- Prior experience with research data collection, preferably with adolescent girls and young women: **Must provide reference from prior employer/principal investigator.**

**Other Required Skills:**

- Excellent knowledge of Kisumu town and surrounding peri-urban geographic area
- Experience with informed consent procedures
- Excellent communication skills: Must be able to communicate promptly with Study Coordinator, team members, and PI via email and WhatsApp
- Team player with ability to work closely with study team and other KEMRI staff at sites
- Works well under minimal supervision
- Must be available for entire period of survey completion

**Duties and Responsibilities**

- Develop an in-depth understanding of study design and goals, and ensure that the study is conducted in compliance with study protocols and other regulatory requirements.
- Provide accurate translations of study documents from English to Luo and Kiswahili
- Identify eligible participants for the interviews from the KEN SHE study and health care workers
- Facilitate informed consent and assent processes and documentation with participants
- Conduct online tablet-based survey data collection with adolescent girls and young women aged 15-20; meet appropriate weekly targets through careful planning
- Submit weekly summaries of recruitment and enrollment into the study to the Study Coordinator
- Participate in once to twice weekly Zoom meetings with study team to review study progress, data collection, and data management (these meeting may be as early as 7am and run as late as 6pm)
- Maintain adequate supplies of study documents and other study supplies at site
- Ensure strict compliance with ethical requirements for conduct of research
- Collect and submit receipts from any purchases made on behalf of the study to KEMRI staff

## 2. Position: Data Clerk (1 Position) K MR 7 Vacancy No. FN-05-02-2023

**Reports to:** **Data Manager**

**Location:** **Kisumu**

**Duration:** **4 Months Contract**

**Qualifications**

- BSc in Computer Science, Biostatistics, Applied Statistics, mathematical sciences or any other related field
- Familiarity with modern database systems and information technologies including USSDs, Cloud computing and cloud server management
- Knowledge of statistical packages/programs such as R, MySQL and STATA will be an added advantage
- A minimum of two years of experience working in a busy clinical research or medical set up

**Desirable Qualities**

- Excellent organizational skills, attention to detail and a focus on quality and innovation
- Ability to prioritize work, exercise initiative and work with minimal direction
- Adaptability to changes in work duties, responsibilities, and requirements
- Ability to work independently and collaboratively with colleagues, including research scientists

**Key Duties and Responsibilities**

- Design, build and implement study databases and data collection tools
- Conduct training of all data clerks and relevant staff on data-specific items, study protocol, SOPs and documents, and equipment use as assigned by the data manager
- Performing QA/QC of eCRFs, chart notes and name charts to ensure quality and accuracy.
- Oversee (in conjunction with technical experts) the use and operation of data capture and storage platforms
- Maintain computers and other equipment used for data collection, ensuring data is backed up daily and CRFs are updated as needed
- Perform regular data reviews and identify problems with the data quality and integrity, communicate the issues and work with the Data manager for timely corrective action/query resolution
- Generate routine statistical reports and custom dashboards as needed for information dissemination
- Work with the study team to ensure that data reporting needs are scheduled and addressed
- Develop and review data related

**Other Required Skills:**

- Excellent written and verbal communication skills.
- Extensive organization skills
- Ability to work in a clinically busy, resource-challenged and demanding environment.
- Commitment to integrity and high-quality performance
- Good interpersonal skills and ability to work in a team
- Keen and attentive to detail
- Ability to communicate in a timely manner and submit reports when tasked.
- Proactive, ability to work independently, interact well with other team members
- Familiarity with a multi- department clinical lab setting

**Duties and Responsibilities**

- Accurate and timely performing of Study specific assays
- Nasal Swab collection of participants
- Ensuring custody of participant specimens and storage/archival
- Appropriate reporting of any abnormal lab result.
- Ensure maintenance and troubleshooting on all lab equipment and report to the supervisor

- Running and logging of specimen and controls as per the set SOP.
- Ensuring Laboratory Waste segregation and management.
- Maintaining and updating laboratory inventory.
- Review of standard operating procedures in keeping with the protocol for the laboratory, and all lab related documents and manuals.
- Ensure compliance with all the SOPs and respective specimen flow charts
- Projection on consumables and reagents, and re-ordering whenever due and ensuring custody.
- Participate and pass all required proficiency testing
- Participate in timely enrolment of all EQAs required
- Participate in supervised sample shipment procedures
- Familiarize and comply with Biological samples transportation requirements.
- Updating and ensuring quality assurance of the lab data bases
- GCLP compliant
- Familiarize with downloading, and posting/reporting all external lab results/reports
- Transcription of all lab results and communication of the same as per the lab results communication SOP while under supervision

**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 COMMITED TO DIVERSITY;PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY.***

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