Centre for Microbiology Research

KEMRI - RCTP

VACANCY ANNOUNCEMENT

Opening Date: February 8, 2023

Background Information:

Sanofi study: A parallel-group, Phase III, multi-stage, modified double-blind, multi-armed study to assess the efficacy, safety, and immunogenicity of two SARS-CoV-2 Adjuvanted Recombinant Protein Vaccines (monovalent and bivalent) for prevention against COVID-19 in adults 18 years of age and older.

We have the below vacancies in the SANOFI study.

1.Position: Clinical Officer (1 Position) K MR 7 Vacancy No. FN-09-02-2023

Reports to: Study Doctor

Location: Kisumu

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

Qualifications

- Diploma in Clinical Medicine and Surgery
- Holds a current practicing license

Experience

- At least two (2) years Clinical research experience is an added advantage
- Must be registered with the Clinical Officers Council of Kenya.
- Good Clinical Practice training/Human Subjects Protection training

Other Required Skills

- Demonstrated track record working in busy clinic
- Knowledge and experience in vaccine administration and psychosocial counselling
- Strong interpersonal, communication, and listening skills

- Must be able to work in a professional and ethical manner with competence, accountability, and integrity
- Basic computer skills
- Detail-oriented

Duties and Responsibilities

- Register, consent study participants and assist with eligibility screening and enrolment of study participants.
- Prescreening of participants
- Support in health talks to participants at the clinic and mobilization sources
- Conduct physical and medical examinations for study participants.
- Perform phlebotomy and collect nasal swab specimen collection
- Complete case report forms and work closely with the study doctor to report all possible SAEs to the study safety monitor and KEMRI IRB.
- Address safety queries raised by the study safety monitor
- Conducts follow up visits on study participants.
- Perform clinical assessments of participants, grading of symptoms/diagnoses, interpret laboratory results and follow up
- Carry out medical examinations and manage adverse events among study participants.
- Collect requisite study laboratory and pathological specimens
- Prepare and counsel participants as per the study protocol.
- Perform accurate record keeping and check study forms for completeness and accuracy each day.
- Participate in the eligibility criteria selection of study participants
- Discuss participants follow-up schedule visits in collaboration with the nursing desk and reception.
- Respond to questions about the study posed by participants and the community.
- Maintain a good relationship with the community and other clinic staff.
- In-depth understanding the logistics required to conduct of the study.
- Report problems encountered to study Medical officer and consult appropriately.
- Assess adherence to study products by participants and institute appropriate measures

- Attend to the clinic help line
- Contact participants with Adverse events, work with the Community team to trace up these participants, counsel them, follow them up and accurately document progress
- Prepare weekly and monthly progress reports of personal study activities
- Assist the study doctor in the development and review of clinic related SOPs
- Continuously update clinic room inventory and safe keeping of all items in the respective clinic room.

2. Position: Data Clerk (2 Positions) KMR 7 Vacancy No. FN-10-02-2023

Reports to: Data Manager

Location: Kisumu

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

Qualifications

- Diploma in ICT or computer related courses.
- Experience in data entry and organization
- Competency in using computer software applications like Microsoft Office programs and familiarity with web-based programs, excel spreadsheets required.

Desirable qualities

- Excellent interpersonal, teamwork, and communication skills.
- Strong organizational skills.
- Commitment to integrity and high-quality performance.
- Attention to details
- Strong professional references from previous supervisors.
- Above average computer applications experience and proficiency.
- Ability to work in a clinically busy, resource-challenged, and demanding environment

Duties and Responsibilities

- Updating study databases
- Arranging screening, enrolment and follow up files for daily schedule
- Performing QA/QC of electronic Case report forms (eCRFs), chart notes and name charts to ensure quality and accuracy.
- Printing CRFs, Consent forms as needed and arranging them in participant binders

- Maintain data supplies inventory
- Study Data management and filling
- Participate in participant randomization process
- Updating participant link log
- Label printing and delivery to the clinic team
- Labeling data room, logs, books and files
- Participate actively in the archival process of study data and ensuring proper storage and maintenance of the same
- Communicate closely with Data Manager to ensure priority tasks are completed and to resolve any data or other related issues that arise
- Ensure data entry computers and all equipment in data room are secure and used appropriately.
- Develop and review of data related SOPs
- Answerable to the Data manager

3. Position: Study Coordinator (1 Position) KMR 6 Vacancy No. FN-11-02-2023

Reports to: Principal Investigator

Location: Kisumu

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

Qualifications

- BSc Nursing, Clinical Medicine, Public Health or a related health research field.
- At least two year's relevant experience managing and coordinating GCP compliant community or clinical trials.
- At least five years practical experience in the management of research teams.
- Experience in maintaining Study Master Files and other relevant study documents.
- Experience of preparing trial protocol amendments and submitting trial-related documents, including study reports, to ethics boards and/or regulatory authorities.
- Commitment to working as a member of a multidisciplinary and multicultural scientific team.
- Excellent inter-personal skills and a willingness to work with others to overcome problems as and when they arise.
- Excellent written and oral communication skills in English.
- Able to re-locate to Kisumu for this position.
- Willingness to work in urban and rural areas for study purposes.

Desirable qualities

- Prior work experience in research including implementation research studies.
- Communication skills in Swahili.
- Experience in drafting manuscripts for publication in peer-reviewed journals.
- Experience managing funds from international donor organisations

- Plan, manage and supervise the day-to-day management and study visits for ongoing trials.
- Prepare and submit trial documents to ethics and regulatory committees as required, including protocol amendments and six-monthly reports.
- Supervise responses to data queries, review case report forms and other relevant study documentation, and maintain Study Master Files.
- Participate in communication between KEMRI, study sponsors and the other study partners.
- Lead and supervise the study teams to ensure that the studies are conducted to GCP and international trial standards.
- Organise and participate in meetings regarding research progress, results and any other aspects of the studies.
- Organise procurements and orders for the studies and handle petty cash expenses for study activities.
- Assist in managing the project budgets and other project resources, liaise with administration staff in reviewing budgets, monitor expenditures and check financial reports.
- Coordinate study monitoring visits, including preparation of responses to monitoring
- reports.
- Assist in drafting reports, publications and presentations of study results at national
- and international meetings and for trial governance bodies (eg,. The Data and Safety
- Monitoring Board)
- Provide weekly reports to the line manager and Principal Investigators on the study
- progress.
- Travel to field sites as required to ensure the smooth running of study activities.
- Promote KEMRI Kargeno research and policy hub and its core values, and play a
- supportive role in the delivery of its day-to-day operations and strategic goals
- Undertake other duties, including support to other studies, as may be required by the
- trial Principal Investigators.

How to Apply

a) All applicants must meet each selection criteria detailed in the minimum requirements.
b) Must include a current CV with names of at least three referees.
c) Must include copies of academic and professional certificates.

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