



# KENYA MEDICAL RESEARCH INSTITUTE

## INTERNSHIP ANNOUNCEMENT

**Opening date:** June 2, 2023

**Vacancy NO.** CGHR/360/06/23

The Kenya Medical Research Institute is committed to providing the youth with opportunities to acquire, sharpen their knowledge and gain technical/practical skills to complement their studies in order to enhance their employability in line with the Kenya Vision 2030. The KEMRI Internship Program (KIP) seeks to develop a pool of young talent adequately exposed to working in the research industry. After the planned one year (non-renewable) internship program, the candidates will have gained practical workplace experience to enable them have a competitive edge in their job search.

KEMRI-CGHR HIV-Research Division Kisumu has an internship opportunity in the following field;

**Position: Administration**

**-1 position**

Location: Kisumu County

Reports to: Senior Administrative Officer

### **Requirements:**

- Bachelor's Degree from a recognized institution in any of the following disciplines: Business Administration/Management/Commerce, Human Resource Management, Finance, Economics or any related field.
- Fluency in English, both spoken and written.
- Computer proficiency

### **Terms of Engagement:**

Appointment in the Internship program will be for a period of one year. The successful candidate (s) will be paid a monthly stipend without any other benefits. Interns will be expected to take up a personal accident cover and medical Insurance cover for the period of internship

### **Applications should include the following:**

- Letter of Application indicating vacancy number
- Current Resume or CV with names and contact information (telephone and e-mail address)
- Copies of Certificates and transcripts.

Apply to Deputy Director, CGHR, P.O. Box 1578-40100, Kisumu so as to reach him/her not later than July 3, 2023.

**KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY**

**STAGE OF ITS SELECTION PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY**

Only short listed candidates will be contacted