



In search of Better Health

KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

Opening date: 26th June, 2023

The Kenya Medical Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya, Science Technology and Innovation Act, 2013 and currently under KEMRI Order 2021 as the national body responsible for carrying out research in human health in Kenya. KEMRI's vision is "to be a leading Centre of excellence in human health research" and its mission is "to improve human health and quality of life through research, capacity building and service delivery".

KEMRI seeks to recruit a dynamic, innovative and experienced persons to fill the following positions;

1. CORPORATE COMMUNICATIONS OFFICER- KMR 6

a) Job Specifications

- i. Creating awareness to the public on the Institute's activities, services and products that ensures continuous flow of information about events and activities for public participation and engagement.
- ii. Conduct educational and official visits in the institute through orientation within the Institute's laboratories to offer guidance on relevant areas of interest to ensure the clients satisfaction and maintain good relationships.
- iii. Circulate official communication to all members of staff through the corporate email to enhance internal communication and coordinate institute activities.

- iv. Facilitate conferences, seminars and workshops through registration of participants and attending to visitors to ensure their needs are met and the events objectives are achieved.
- v. Prepare and maintain up to date research, corporate and financial publications, to ensure proper maintenance and safety for reference.
- vi. Serve as a representative for the department in International Institutional for Standardization (ISO) matters by attending institutional meetings and ensuring implementation by colleagues for continuous improvement of professional standards.
- vii. Handle customer inquiries through phone calls, personal visits and emails to ensure customer satisfaction on service delivery.
- viii. Organize corporate social responsibility activities by preparing the annual calendar of events and participation to ensure positive publicity and good reputation of the Institute.

b) Person Specifications

For appointment to this grade, an officer must:

- i. Bachelor's Degree in any of the following; Graphic Design, Mass Communication, Journalism, Public Relations, International Relations, or any other equivalent qualifications from a recognized institution.
- ii. Membership to Professional body such as Public Relations Society of Kenya (PRSK), Media Council of Kenya (MCK) or Kenya Union of Journalists(KUJ); Marketing Society of Kenya (MSK) where applicable.
- iii. Proficiency in computer applications

c) Key Skills and Competencies

- i. Organizational skills
- ii. Team building
- iii. Negotiation skills
- iv. Interpersonal skills
- v. Organizational skills

2. RESEARCH SCIENTIST, BIOSAFETY & BIOSECURITY – JOB GROUP, KMR 6, (1 POSITION)

a) Job Specifications

The duties and responsibilities will entail: -

- i. Assist in developing procedures for the Health, Safety and Environment activities with assistance of the designated safety committee and an occupational health officer;
- ii. Assist in the day to day implementation of the biosafety & biosecurity services.
- iii. Participate in health & safety policy reviews and participate in health policy advocacy and guidelines development.
- iv. Securing of health, safety and environment advisory committee documentation: policy, manuals, meeting minutes and work procedures for accountability and control
- v. Implement the Institutional emergency response plan for all KEMRI facilities and collaborative programs to promote a responsive safety culture.
- vi. Assisting in maintaining the scientific laboratory good practice working condition;
- vii. Offering trainings on good laboratory practices, emergency response plans, laboratory biosafety and biosecurity practices.
- viii. Support in carrying out statutory regulatory services namely environmental audits, laboratory inspections and work process audits.

b) Person Specification

For appointment to this grade, a candidate must have:-

- i. Bachelor's degree in any of the following fields;- Biomedical Sciences, Health sciences, Public Health/Environmental sciences, Occupational safety and health/hygiene or any relevant medical Science, or equivalent qualifications from a recognized Institution;
- ii. Registration/certification with a relevant professional body;
- iii. Proficiency in computer application

c) Key skills and Competencies

- i. Planning skills
- ii. Communication and reporting skills
- iii. Interpersonal skills Team player

Terms of Employment: Employment is for one (1) year contract as per KEMRI Human Resource Policy and Procedures Manual with a probation period for the first three (3) months.

Kindly attach your cv, cover letter, copies of certified academic and professional certificates, testimonials and other relevant documents.

All the applications to be done through **KEMRI Website** www.kemri.go.ke/e-recruitment - **E-Recruitment Portal** on or before **16th July, 2023** latest 5.00 p.m. Please visit the KEMRI web site www.kemri.go.ke for more details on the advertisement.

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 recruitment process including application, interview and processing of offer letter. If asked for a fee, report such request immediately.

Only shortlisted candidates will be contacted

