



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Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya, Science Technology and Innovation Act, 2013 and currently under KEMRI Order 2021 as the national body responsible for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. INFORMATION SCIENTIST, JOB GROUP KMR 6,2 POSITIONS- (GRADUATE SCHOOL)

a) Job Specifications

The duties and responsibilities will entail: -

- i. Supporting the evaluation, organization, cataloguing, classifying, managing and distributing information in a variety of formats
- ii. Providing support in creating relevant databases
- iii. Ensuring that information is up to date
- iv. Support in documenting of information requests from users
- v. Contributing to development of promotional material for resource center
- vi. Assisting in preparation of information audits and inquiries
- vii. Helping to develop intranets for staff use

- viii. Support in preparation and maintenance of resource database

b) Person Specification

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

- i. Bachelor's degree in information science or equivalent qualification from a recognized Institution
- ii. Proficiency in computer application; and

c) Key Skills and Competencies

- i. Problem-solving skills.
- ii. IT skills, including internet research skills.
- iii. Good organizational skills.
- iv. Teamwork and customer care skill

2. LIBRARIAN, JOB GROUP, KMR 6- 1 POSITION (GRADUATE SCHOOL)

a) Job Specifications

The duties and responsibilities will entail: -

- i. Receiving and verifying of acquired information resources;
- ii. Coordinating accessioning, stamping and labeling of the acquired information resources;
- iii. Shelving;
- iv. Charging and discharging library materials;
- v. Identifying materials for binding and filing catalogue cards;
- vi. Coordinating, controlling and tracking of serials;
- vii. Cataloging and classifying information resources;
- viii. Entering data into the library databases;
- ix. Ensuring overdue reminders are generated for compliance;
- x. Indexing and abstracting information resources; and Conducting searches and information retrieval.

b) Person Specifications

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

- i. Bachelor's degree in Library or Information Studies or their recognized qualifications from a recognized institution.
- ii. Proficiency in Computer Applications; and

c) Key Skills and Competencies

- i. Organizational Skills
- ii. Interpersonal skills
- iii. Communication Skills
- iv. Team player

3. ADMINISTRATIVE ASSISTANT, JOB GROUP, KM8- 1 POSITION (GRADUATE SCHOOL)

a) Job Specifications

The duties and responsibilities at this level will entail:

- i. Assisting in ensuring effective functioning of the hardware, software packages;
- ii. Assisting in supporting users in backing up and restoring their files, as well as in virus detection, removal and prevention, and making sure that they are operating at optimum level;
- iii. Assisting in distribution of software updates, scripting, testing and support adequately and properly;
- iv. Assisting in operation, technical support and monitoring of personal computers;
- v. Assisting in troubleshooting of personal computers, in collaboration with other Information Communication Technology staff;
- vi. Assisting in maintenance of documentation of all personal computers
- vii. Assisting in maintaining printers, photocopiers, scanners and other peripherals to ensure availability of service;
- Viii. Assisting periodic cleaning of Information Communication Technology equipment; and
- ix. Assisting in relocation and movement of Information Communication Technology's to minimize damage.

b) Person Specifications

For appointment to this grade a candidate must have:-

- i. Diploma in Information Communication Technology, Information Technology, Business management and Information Technology or any other related diploma from a recognized institution; and
- ii. Fulfill the requirements of Chapter Six of the Constitution.

c) Key Skills and Competencies

- i. Analytical skills
- ii. Interpersonal skills
- iii. Communication skills
- iv. Team player

Terms of Employment: Employment is for **six (6) months short 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 **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

