



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Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya, Science Technology and Innovation Act, 2013 and currently under KEMRI Order 2021 as the national body responsible for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. Assistant Principal Research Scientist (Trainers) Job Group KMR 4-4 positions

a) Job Specifications

- i. To coordinate teaching, research support, and other capacity strengthening initiatives under each of the six KEMRI research themes/ programs.
- ii. coordination of the design, development and review of relevant program curriculum;
- iii. Coordination of examinations;

- iv. Ensuring collaboration and partnerships in research and examinations with relevant institutions; ensuring ethical and professional conduct and standards.
- iv. Participate in research fundraising activities
- vi. Disseminate scientific findings through publications, conferences, seminars and workshops

b) Person Specifications

- i. At least eight (8) years relevant work experience;
- ii. Bachelor's degree in any of the following fields;- Medicine, Dentistry, Veterinary Medicine, Pharmacy Biomedical Sciences, Public Health or any relevant Social Science, or equivalent qualifications from a recognized Institution;
- iii. Master's degree in any of the following fields;-, Clinical Medicine/ Surgery/ Dentistry, Veterinary Medicine, Pharmacy, Biomedical Sciences, Public Health, Community Health, Epidemiology, any relevant Social Science, or equivalent qualifications from a recognized institution;
- iv. Doctor of Philosophy degree in any of the following fields: - Biomedical Sciences, Public Health, Clinical Medicine/ Surgery/ Community Health, Epidemiology or any relevant Social Sciences from a recognized institution;
- v. Membership to a relevant professional body where applicable;
- vi. Developed at least twelve (12) proposals, six (6) of which have been funded;
- vii. Published at least six (6) articles in refereed journals with at least three (3) article as the first or lead author;
- viii. Supervised at least four (4) postgraduate students to completion as a Lecturer/Research Fellow;
- ix. Management Course lasting not less than four (4) weeks from a recognized institution;
- x. Certificate in teaching methodology course from a recognized institution;
- xi. Demonstrated a high degree of professional competence, management and leadership capabilities and initiative in the general organization and management of

- higher education and a thorough understanding of Education policies and regulations; and
- xii. Thorough understanding of the National goals, policies, objectives and the ability to relate them to proper management of the higher education function;
 - xiii. Proficiency in computer application; and

c) Key Skills and Competencies

- i. Strategic thinking
- ii. Strong communication and reporting skills
- iii. Managerial skills and ability to lead teams
- iv. Mentorship, coaching and Leadership skills
- v. Interpersonal skills
- vi. Team player

2. Principal Librarian, Job Group KMR 4- (1 position)

a) Job Specifications

- i. Initiating formulation and reviewing of library information policies;
- ii. Legislation, standards, rules and regulations and facilitate their implementation;
- iii. Overseeing the development of programs and activities to promote library and information service and reading culture;
- iv. Validating networking and collaboration programs;
- v. Ensuring library and information services are in conformity with international standards, procedures and norms;
- vi. Advising the Institute on all matters pertaining to management of library information services;
- vii. Coordinating library and information activities in all Centres within the Institute;
- viii. Liaising with stakeholders to mobilize resources for library information services; overseeing and reviewing budget proposals for the department;
- ix. Facilitating innovation and review of library information services and products;
- x. Overseeing monitoring, evaluation and report on implementation of library service programs; and
- xi. Development, implementation and realization of the department's strategic objectives, performance contracts and appraisal systems.

b) Person Specifications

- i. At least eight (8) years relevant work experience three (3) of which should have been in supervisory role;
- ii. Bachelor's degree in Library or Information Studies or their recognized qualifications from a recognized institution;
- iii. Post graduate diploma in Library or Information Studies;
- iv. Master's degree in Library or Information Studies or their recognized qualifications from a recognized institution.
- v. Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in Computer Applications;
- vii. Demonstrated merit, skills and abilities as reflected in work performance and results; and

c) Key Skills and Competencies

- i. Planning, problem solving and analytical skills
- ii. Communication and reporting skills
- iii. Interpersonal skills
- iv. Analytical Skills
- v. Strong managerial skills and ability to lead teams

3. Principal Legal Officer, Job Group, KMR 4- (1 Position)

a) Job Specification

- i. Providing legal advice to the Management on specific aspects under the directive of the Deputy Director (Legal Services).
- ii. Drawing contracts, agreements and other legal documents for the Institute;
- iii. Undertaking research on different information to ensure that the Institute is acting in accordance with all applicable laws;
- iv. Preparing Quarterly Legal Reports;
- v. Identifying legal and compliance risks and issues relative to the Institute's intended activities;
- vi. Managing the risk exposure of the Institute by ensuring compliance with all relevant statutory and regulatory requirements;
- vii. Drafting of legal opinions and preparing witnesses for court attendance;
- viii. Review pleadings filed in court from time to time;
- ix. Attendance of court from time to time to monitor progress of court cases involving the Institute;
- x. Undertaking conveyance for the Institute properties;
- xi. Handling of intellectual property rights aspects of the institution.
- xii. Undertaking such assignments as may be assigned by immediate supervisor;

b) Person Specifications

- i. At least eight (8) years relevant work experience three (3) of which should have been at supervisory role;
- ii. Bachelor of Laws degree from a recognized institution;
- iii. Master's Degree in any of the following disciplines; Law, Business Administration, Public Administration or equivalent qualifications from a recognized Institution is an added advantage;
- iv. Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- v. Admitted as an advocate of the High Court Kenya;
- vi. Membership to the Law Society of Kenya(LSK).
- vii. Valid practicing licence;
- viii. Management course lasting not less four (4) weeks;
- ix. Proficiency in computer applications;
- x. Demonstrated work performance and results; and

d) Key Skills and Competencies

- i Analytical skills
- ii Strong communication and reporting skills
- iii Mentoring, coaching and leadership skills
- iv Interpersonal and negotiation skills
- v Team player

4. Principal Cateress, Job Group, KMR 6 (Centre for Clinical Research)-1 Position

a) Job specifications

- i. Policy development and implementation for the section
- ii. Developing and coordinating the implementation of catering procedures and guidelines;
- i. Involved in budget making and controls for the section.
- ii. Carrying out regular checks to determine the functionality of the catering equipment
- iii. Providing specifications for the procurement of catering equipment and materials;
- iv. Keeping records of the catering equipment, materials and supplies;

- v. Manage the catering section and ensure efficiency
- vi. Carrying out coaching and mentoring catering staff interns and trainees; and preparing periodical reports.
- vii. Responsible for development and implementation of a strategic plan and performance targets for the section.

b) Person specifications

- i. At least eight (8) years relevant work experience three (3) of which should have been in supervisory role;
- ii. 2-3 years Diploma in any of the following disciplines; Institutional Management; Catering and Accommodation Management; Hospitality Management; Technology in Hotel and Restaurant management or its equivalent from a recognized institution;
- iii. 2 years Higher National Diploma in any of the following disciplines; Institutional Management; Catering and Accommodation Management; Hospitality Management; Technology in Hotel and Restaurant management OR Bachelor degree in any of the discipline Technology in Hotel and Restaurant Management; Hospitality Management; Foods and Nutrition; Technology in Nutrition and Dietetics; **OR**
Bachelor degree in any of the following disciplines; Institutional Management; Catering and Accommodation Management; Hospitality Management; Technology in Hotel and Restaurant management; Foods and Nutrition; Technology in Nutrition and Dietetics; \
- iv. Registration/certification with a relevant professional body;
- v. Supervisory Course not lasting less than two (2) weeks from a recognized institution;
- vi. Proficiency in computer application;
- vii. Demonstrated professional competence and ability as reflected in work performance and results; and

c) Key Skills and Competencies

- i. Planning and supervisory skills
- ii. Analytical skills
- iii. Communication and reporting skills
- iv. Leadership skills
- v. Mentorship skills
- vi. Interpersonal and negotiation skills

5. Principal Driver, Job Group KMR 8 (1 position)

a) Job Specifications

- i. Driving vehicles as authorized;
- ii. Carrying out routine checks on the vehicles;
- iii. Detecting and report malfunctioning of vehicles system;
- iv. Maintaining records of vehicles;
- v. Ensuring security and safety of the vehicle;
- vi. Ensure safety of the passengers and or goods therein;
- vii. Maintaining cleanliness of the vehicle;
- viii. Ensuring adherence to or observations of traffic laws; and
- ix. Reporting any incidents to police and/or the office immediately they occur.

b) Person Specifications

- i. At least eight (8) years relevant work experience where applicable;
- ii. Kenya Certificate of Secondary Education mean grade of D+ or its equivalent qualification from a recognized institution;
- iii. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- iv. Passed the Suitability Test for Drivers Grade II;
- v. First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.
- vi. Customer Service Training Certificate from Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- vii. Valid Certificate of Good Conduct from the Kenya police;
- viii. Proficiency in computer application;
- ix. Demonstrated work performance and results; and

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 offerletter. If asked for a fee, report such requests immediately.

Only shortlisted candidates will be contacted