



KENYA MEDICAL RESEARCH INSTITUTE VACANCY ANNOUNCEMENT

Opening date: August 15, 2023

Vacancy No: CGHR/366/08/23

Project description: The Kenya Medical Research Institute (KEMRI), Centres for Disease Control and Prevention (CDC), and Liverpool School of Tropical Medicine (LSTM) will be conducting a large community-based study of Attractive Targeted Sugar Bait (ATSB) aimed at reducing malaria burden in western Kenya. The 3-year project is part of a larger international ATSB consortium involving three countries in Africa, and international partners in the UK and USA. The project seeks to fill the following position.

Position: Research Administrator (1 position) KMR 6

Location: Kisumu County

Reporting to: Principal Investigator

Job description

The successful candidate will work with the Principal Investigator to conduct the social science research, which is aimed at understanding the factors that could affect successful implementation of ATSBs at scale. Data will be gathered at the individual/household levels to better understand perceptions of and experiences with malaria control products. Social science methods will include in-depth interviews, free-listing, rating, ranking and nighttime member observation. The research will be carried out in Siaya County in Western Kenya.

Job description

- Transcribe and translate (if necessary) audio files and submit typed transcripts including interview summary notes to the study PI in a timely manner
- Reviewing transcripts for any spelling, grammar or formatting errors, as well as other inconsistencies
- Adhering to confidentiality guidelines and respecting sensitive information
- Ensure that data quality assurance procedures are strictly adhered to
- Participate in planning meetings and scheduled conference calls with PI and study partners.
- Perform any other related duties that may be assigned from time to time

Person Specification

- Be a holder of bachelors degree in social sciences (preferably Anthropology or Sociology) from a recognized institution
- Be fluent in both oral and written Luo language
- Be highly proficient in Microsoft Word
- Be willing to reside in field study site(s)
- Previous experience working with a public health research organization will give added advantage
- Be in possession of a valid certificate in human subject's research protection

Skills

- Ability to work independently, in a timely manner and under minimum supervision.
- Ability to maintain project schedules and work extra hours as may be required.
- Strong written and oral communication skills in English

Terms of Employment: This is a one (1) year renewable contract as per KEMRI scheme of service and a probation period for the first 3 months.

Remuneration: Compensation is negotiable within a relevant grade, based on education levels, relevant experience and demonstrated competency.

Applications should include the following:

1. Letter of Application (**Indicate Vacancy Number**)
2. Current Resume or Curriculum Vitae with Telephone number and e-mail address
3. Three letters of reference with contact telephone numbers
4. Copies of Academic Certificates and Transcripts

Interested and qualified candidates are encouraged to apply to Deputy Director, CGHR, P. O. Box 1578-40100 Kisumu and submit application online not later than September 29, 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.