KENYA MEDICAL RESEARCH INSTITUTE
VACANCY ANNOUNCEMENT

Opening date: August 28, 2023   **Vacancy:** CGHR/370/08/23

Program Description: The Family Health Unit (FHU) is a section within the Kenya Medical Research Institute (KEMRI) Centre for Global Health Research (CGHR). FHU conducts clinical and epidemiological research focusing on maternal and child health. Ongoing research conducted within FHU includes the Child Health and Mortality Prevention Surveillance (CHAMPS) and Pregnancy Surveillance platform studies. These studies aim to collect high-quality and accurate information on pregnancy processes, complications encountered during pregnancy, pregnancy outcomes, and pregnancy risk stratification. The Pregnancy Surveillance data is expected to inform the development of innovative strategies to optimize favourable pregnancy outcomes for both mothers and their newborns.

The project seeks to fill the following position:
Position: Data Manager   J/G KMR 6   (2 positions)
Location: Kisumu
Reporting to: Senior Statisticians.
Person specification:

- Be a holder of a bachelor degree in Statistics, Biostatistics, Mathematics, Computer Science, or any related field from a recognized university.
- Have at least one (1) year experience in data processing, management, and analysis in a health/medical research setting.
- Have excellent working knowledge and experience with at least one statistical package for data manipulation and analysis (STATA, SPSS, SAS, R) and one database management software (SQL Server, MS Access).
- Be proficient in statistical and data management procedures, including data cleaning, manipulation, summaries, tables, listings, graphics, and inferential statistical output, as well as report generation.

Skills and Abilities:
- Strong analytical ability, planning, and organizational skills.
- Attention to detail
- Ability to work with minimal supervision and within stipulated deadlines and schedules.
- Excellent interpersonal and communication skills.
- Be a team player and able to work in a multi-cultural environment.

Job specification: Provide statistical and data analysis and management support for ongoing studies within the Family Health Unit. The successful candidate will work with the Statistical team, Data Management team, Study Coordinators, and Principal Investigators to plan for data analysis, set up analytical datasets, assist junior staff in conducting analysis using appropriate tools and techniques, guide data validation and cleaning processes, and finally analyse the data.

Duties and Responsibilities:

1. Contribute to the development of study analysis plans and data management plans.
2. Guide database development for study data management.

3. Oversee data entry, conduct routine data checks, resolve queries, and generate reports.
4. Liaise with trial and other data managers and programmers regarding data quality and missing data, verify data accuracy and validity.
5. Schedule and prepare progress reports and/or analyses for independent Data Monitoring Committees, Steering Committees, and publications.
6. Actively scrutinize the data for discrepancies, errors, and missing data to verify accuracy and validity.
7. Report and liaise with study investigators, data clerks, data managers, and programmers on data quality and error resolution as per the study protocol.
8. Discuss and interpret results with colleagues and collaborators in the trials/studies.
9. Ensure deadlines and project milestones related to data and analyses are met, coordinating with other staff members and external collaborators as necessary.
10. Support the production of summary tables and graphics for interim and final analyses.
11. Prepare and archive research data and documentation for curation.
12. Ensure that all study data processes comply with appropriate data protection regulations.

Terms of Employment: One (1) year renewable contract as per KEMRI scheme of service with a probation period for the first 3 months. Salary is as per the stated KEMRI scale.

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 cand qualified candidates are encouraged to Apply to Director, CGHR, P.O. Box 1578-40100, Kisumu not later than September 29, 2023. All applications must be submitted through the E-Recruitment Portal on the KEMRI Website www.kemri.go.ke/e-recruitment

Please visit the KEMRI web site www.kemri.go.ke for more details on the advertisement.

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER; WOMEN AND PERSONS WHO ARE ABLED DIFFERENTLY ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS SELECTION PROCESS INCLUDING APPLICATION, INTERVIEW MEETING AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY TO RELEVANT AUTHORITY.