



# **KENYA MEDICAL RESEARCH INSTITUTE**

## **VACANCY ANNOUNCEMENT**

**Opening date:** September 21, 2023

**Vacancy No.** CRDR/01/09/23

### **Project description**

Kenya Medical Research Institute (KEMRI) Centre for Respiratory Diseases Research would like to fill the following vacancy in the Clinical Trials Studies to be conducted at the KEMRI-Mtwapa Clinical Research Site in Kilifi County.

**POSITION:** Administrative Assistant (1 position)

**JOB GRADE:** KMR 8

**LOCATION:** KEMRI field station Mtwapa

**REPORTING TO:** Study Coordinator

### **Person specification:**

For appointment to this grade the candidate must have:

- Diploma in Business Administration, Management, Fleet Management, Public Administration, Political Science, Sociology, or any other relevant and equivalent qualification from a recognized institution.
- Proficiency in computer applications; and

### **Skills and Abilities:**

- Planning skills
- Communication and reporting skills
- Interpersonal skills
- Team player

### **Duties and Responsibilities:**

- Maintaining an inventory register;
- Ensuring assets are insured;
- Managing office transport system;
- Ensuring maintenance office equipment, facilities and assets; and
- Generating reports on operations, maintenance and utilization.

## **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
5. Telephone number

Interested and qualified candidates are encouraged to Apply to Deputy Director, CRDR, P.O. Box 47855-0100, Nairobi not later than October 12, 2023. All applications must be submitted through KEMRI CRDR Email Address [crdrkemri@kemri.go.ke](mailto:crdrkemri@kemri.go.ke).

Please visit the KEMRI web site [www.kemri.go.ke](http://www.kemri.go.ke) for more details on the advertisement.

**Application deadline** is October 12, 2023

Only short-listed candidates will be contacted

**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.**