



KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

Opening date: September 21, 2023

Vacancy No. CRDR/06/09/23

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: Data Assistant (2 Positions)

JOB GRADE: KMR 7

LOCATION: KEMRI Field station Mtwapa

REPORTING TO: Data Manager

Person specification:

- Diploma in Information Technology, Computer Science, Information Systems
- DBMS Skills (Data Cleaning/Query resolutions, and normalization).
- At least three years' experience working in a clinical trial or research setting or Equivalent

Skills and Abilities:

- Excellent interpersonal and communication skills
- Effective written communication skills, including project reporting, including using
- MS Word, Power point, and MS Excel
- Works professionally and ethically with competence, accountability, and integrity
- GCP Certificate

Duties and Responsibilities:

- Ensure daily data cleaning and uploading of relevant data
- Report to the data manger any technical challenges in a detailed manner so as to enable rapid reproduction and resolution
- Monitor data errors daily, investigate them, and provide a resolution report to the data manager.
- Provide technical support to the study team about anything related to data collection tools, data error corrections, etc.

- Assist the data manager and the larger study team with the data collection related Trainings.

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 MUST include the following:

- Letter of Application (INDICATE VACANCY NUMBER)
- Current Curriculum Vitae with telephone number and e-mail address
- Contacts of three referees including telephone numbers and/or e-mail addresses
- Copies of Certificates.
- Telephone number

Interested and qualified candidates are encouraged to Apply to Deputy Director, CRDR, P.O. Box 47855-00100, Nairobi not later than October 12, 2023. All applications must be submitted through crdrkemri@kemri.go.ke.

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

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.