



KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

Opening date: September 21, 2023

Vacancy No. CRDR/07/09/23

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 Manager (1position)

JOB GRADE: KMR 6

LOCATION: KEMRI field station Mtwapa

REPORTING TO: Study Coordinator

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 three (3) 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).
- Familiarity with modern database systems and information technologies including cloud server management.
- Familiarity with EDCs such as REDCap, and ODK-based platforms such as ODK Survey, CommCare, SurvetCTO, etc
- 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.

Duties and Responsibilities:

- Develop and maintain throughout life cycle of study projects, the Standard Operating Procedures (SOP), Data Management Plans (DMP), Data Quality Plans, and other plans as delegated/required, and ensure that these are followed according to study design/protocol and requirements.
- Participate in study setup initiation, implementation, closure, and archiving procedures: i.e., CRF design, database design, database edit check's, design/review, Data Management Plan review/approval and annotated CRF design.
- Ensure Clinical database, external data files and analysis datasets are designed in a standard, accurate, complete, and consistent format conducive to analysis and possible regulatory submission.
- Develop, review, and approve all SOPs, and job aids related to Data Management in collaboration with Quality Assurance and other departments as applicable.
- Coordination of all data collection, cleaning and validation including, working with the trial monitors (where applicable) and resolving any data queries.
- Maintain and update study laptops/tablets and other equipment used for data collection, ensuring data is downloaded daily/promptly and that forms are updated as needed.
- Draft interim reports to the Principal Investigators, Sponsor, regulatory authorities, and oversight committees as requested by the Site Trial Manager.
- Training users to use electronic data capture (EDC) systems. This includes creation of training documentation and running training sessions for end users.
- Participate in planning meetings and scheduled conference calls with the study team and study partners/collaborators.
- Ensure the conduct of the study is following the currently approved protocol/amendment(s), with current GCP guidelines and with applicable regulatory requirements.

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.