



# **KENYA MEDICAL RESEARCH INSTITUTE**

## **VACANCY ANNOUNCEMENT**

**Opening date:** September 21, 2023

**Vacancy No.** CRDR/08/09/23

### **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: Driver** (2 positions)

**JOB GRADE:** KMR 10

**LOCATION:** KEMRI field station Mtwapa

**REPORTING TO:** Study Coordinator

### **Person specification:**

For appointment to this grade, a candidate must have:-

- Kenya Certificate of Secondary Education mean grade of D+ or its equivalent qualification from a recognized institution;
- Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- Passed the Suitability Test for Drivers Grade III;
- Valid Certificate of Good Conduct from the Kenya police;
- Proficiency in computer application; and

### **Duties and Responsibilities:**

The duties and responsibilities of the officer will entail:-

- Driving vehicles as authorized;
- Carrying out routine checks on the vehicles;
- Detecting and report malfunctioning of vehicles system;
- Maintain records of vehicles;
- Ensuring security and safety of the vehicle;
- Overseeing safety of the passengers and or goods therein;
- Maintaining cleanliness of the vehicle;
- Ensuring adherence to or observations of traffic laws; and
- Reporting any incidents to police and/or the office immediately they occur.

## **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 47855-00100, Nairobi not later than October 12, 2023. All applications must be submitted through [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.

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.**