



*In search of Better Health*

## **KENYA MEDICAL RESEARCH INSTITUTE**

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### **VACANCY ANNOUNCEMENT**

The Kenya Medical Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya, Science Technology and Innovation Act, 2013 and currently under KEMRI Order 2021 as the national body responsible for carrying out research in human health in Kenya. KEMRI's vision is "to be a leading Centre of excellence in human health research" and its mission is "to improve human health and quality of life through research, capacity building and service delivery".

KEMRI seeks to recruit a dynamic, innovative and experienced persons to fill the following positions;

#### **1. RESEARCH SCIENTIST, JOB GROUP KMR 6 (1 POSITION); CENTRE FOR DISEASE CONTROL AND SURVEILLANCE- MANDERA.**

The job holder are responsible for conducting research and disseminating the research results through publications, workshops, conferences and policy briefs; Research Scientist will be deployed to Centre for Disease Control and Surveillance- **Mandera**

This is the entry and training grade for this cadre for graduate employees. An officer at this level will work under guidance and supervision of a senior officer.

#### **a) Job Specifications**

- i. Assist in the implementation of research projects and/or supervising designated aspects of the work;
- ii. Assist in carrying out fieldwork and laboratory experimental procedures;
- iii. Assisting in organization of the internal scientific seminars;
- iv. Carry out experimental and/or developmental work under the supervision of a Senior Research Scientist or Assistant Principal Research Scientist;

- v. Assist in the interpretation and validation of results;
- vi. Guiding visiting scientific students /students on attachment
- vii. Assisting in maintaining the scientific laboratory in good working condition; and
- viii. In consultation with Senior Technologist, ensuring that all chemicals, reagents and consumables are properly stored in the laboratory.

**b) Job Specifications**

- i. Bachelor's Degree in any of the following disciplines :- Biomedical Sciences, Analytical Chemistry, Applied Sciences, Public Health, any relevant Social Science, or equivalent qualifications from a recognized Institution;
- ii. Proficiency in computer application;

**c) Key Skills and Competences**

- i. Planning skills
- ii. Communication and reporting skills
- iii. Interpersonal skills
- iv. Team player

**2. HUMAN RESOURCE MANAGEMENT OFFICER, JOB GROUP, KMR 6  
(2 POSITIONS)**

This is the entry and training grade for this cadre for graduate employees. An officer at this level will work under guidance and supervision of a senior officer.

**a) Job Specifications**

The duties and responsibilities will entail:-

- i. Verifying information relating to recruitment and performance appraisal;
- ii. Assisting in payroll administration;
- iii. Assisting in updating human resource records in an accurate and timely manner;
- iv. Drafting correspondences;
- v. Processing, monitoring employee leave records and ensuring timely reports;
- vi. Assisting human resources in recruitment and performance appraisal;
- vii. Liaising with the insurance, pension, medical providers; and Assisting in coordinating health and safety programs, HIV/AIDS Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse.

## **b) Person Specification**

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

- i. Bachelor's Degree in Human Resource Management, Human Resource Development, Human Resource Planning, Education, Public\Business Administration, Commerce (HR Option), Government or any other relevant qualification from a recognized Institution.
- ii. Membership to Institute of Human Resource Management (IHRM).
- iii. Proficiency in computer application skills.

## **c) Key Skills and Competencies**

- i. Planning skills
- ii. Analytical skills
- iii. Communication and reporting skills
- iv. Interpersonal skills
- v. Team player

## **3. DRIVER, JOB GROUP, KMR 10 ( 10 positions)**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior driver.

### **a) Job Specifications**

The duties and responsibilities of the officer will entail:-

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

## b) Person Specifications

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

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

**Terms of Employment:** Employment is for three (3) years contract as per KEMRI Human Resource Policy and Procedures Manual with a probation period for the first three (3) months.

Successful candidates will be required to provide the following: Certificate of good conduct, Higher Education Loans Board compliance certificate, KRA Tax compliance certificate, Credit Reference Bureau clearance certificate, Ethics and Anti-Corruption Commission clearance.

Kindly attach your cv, cover letter, copies of certified academic and professional certificates, testimonials and other relevant documents.

All the applications to be done through **KEMRI Website** [www.kemri.go.ke/e-recruitment](http://www.kemri.go.ke/e-recruitment) - **E-Recruitment Portal** on or before **October 11, 2023** latest 5.00 p.m.

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

**KEMRI is an equal opportunity employer committed to diversity, Persons who are abled differently, women, youth and those from marginalized areas are encouraged to apply. KEMRI does not charge a fee at any stage of its recruitment process including application, interview and processing of offerletter. If asked for a fee, report such requests immediately.**

**Only shortlisted candidates will be contacted**