



KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

Opening date: September 21, 2023

Vacancy No. CRDR/09/09/23

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: Health Records and Information Technologist (2 positions)

JOB GRADE: KMR 8

LOCATION: KEMRI field station Mtwapa

REPORTING TO: Site Coordinator

Person specification:

For appointment to this grade the candidate must have:

- Diploma in Health Records and Information Technology or any other relevant and equivalent qualification from a recognized institution;
- Proficiency in computer application; and

Skills and Abilities:

- Communication skills
- Organizational skills
- Interpersonal skills
- Team player

Duties and Responsibilities:

- Collecting clinical\research data
- Coding and indexing of records as per the stipulated requirements
- Availing data in aid of research
- Storing and retrieving of medical and research records
- Maintaining safe custody and confidentiality of records and information
- Appraising of records; and preparing reports.

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

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.