



KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

Opening date: September 21, 2023

Vacancy No. CRDR/012/09/23

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: Office Assistant (2 positions)

JOB GRADE: KMR 12

LOCATION: KEMRI field station Mtwapa

REPORTING TO: Administrative Assistant

Person specification:

For appointment to this grade the candidate must have:

- Kenya Certificate of Secondary Education Mean Grade D or any other equivalent qualification from a recognized institution;
- Proficiency in computer application; and

Skills and Abilities:

- Organizational skills;
- Public Relations skills
- Communication skills in both English and Kiswahili
- Interpersonal skills

Duties and Responsibilities:

- Cleaning of offices and compound;
- Recording and dispatching letters, files and documents;
- Planting, weeding and pruning/mowing gardens;
- Collecting, assembling and disposing waste.

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 47855-0100, Nairobi, not later than October 12, 2023. All applications must be submitted through KEMRI CRDR Email Address crdrkemri@kemri.go.ke

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

Application deadline is October 12, 2023

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.