



# **KENYA MEDICAL RESEARCH INSTITUTE**

## **VACANCY ANNOUNCEMENT**

**Opening date:** September 21, 2023

**Vacancy No.** CRDR/014/09/23

### **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:** Principal Community Health Worker (1 position)

**JOB GRADE:** KMR 6

**LOCATION:** KEMRI field station Mtwapa

**REPORTING TO:** Study Coordinator

### **Person specification:**

For appointment to this grade the candidate must have:

- At least Eight (8) years of relevant work experience.
- Diploma in the following fields; Community Health, Public Health or relevant equivalent qualification from a recognized Institution;
- Higher Diploma in the following fields; Community Health and Development, Counselling, Social work or relevant qualification from a recognized Institution;
- Membership to a relevant professional body where applicable;
- Proficiency in computer application;
- Demonstrated professional competence and ability as reflected in work performance and results;
- At least three years' experience working in a clinical trial or research setting will be an added advantage

### **Skills and Abilities:**

- Planning and Organization Skills
- Communication and report writing Skills
- Interpersonal Skills
- Mentorship and coaching skills
- Project management

- Team Building Skills

### **Duties and Responsibilities:**

- Participate in regular CLG team meetings.
- Drafting of community and stakeholder engagement plan for the projects in consultation with the study team.
- Undertake, monitor and evaluate the community liaison activities of the projects
- Contribute to the development of project materials and data collection tools
- Organization and logistics of meetings including booking venues, preparation of communication materials, refreshments, reimbursements of travel costs and others.
- Facilitate, participate, and note take in meetings.
- Participate in and supervise Community health workers , as well as support other training activities and offering support/ supervision where needed
- In collaboration with other community liaison staff, identify, document and apply lessons generated from the various engagement activities
- Writing internal activity reports for sharing.
- To collect and respond to community concerns about the study in collaboration with other community department staff
- Maintain and update stakeholder contacts in the community.

### **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.**