



KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

Opening date: September 21, 2023

Vacancy No. CRDR/015/09/23

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: Quality Assurance and Risk Management Officer (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:

- Bachelor's Degree in Biomedical Sciences or any other relevant field from a recognized Institution;
- Proficient in computer applications;
- At least three years' experience working in a clinical trial or research setting will be an added advantage and
- Fulfil the requirements of Chapter Six of the Constitution.

Skills and Abilities:

- Planning skills;
- Creativity and innovation skills;
- Analytical skills;
- Communication and reporting skills;
- Interpersonal skills;
- Ability to work independently and Team player.

Duties and Responsibilities:

- Assisting in preparing the program for monitoring of quality assurance Activities;
- Assisting in carrying out quality checks of Research procedures and products;

- Assisting in preparing non-conforming reports and corrective action plan on quarterly basis for decision making;
- Assisting in Developing non-conforming products reports and corrective action plan on monthly basis;
- Assisting in Carrying out internal audits on quality compliance and follow-up audits;
- Oversee daily quality checks and error resolution
- Tracking of regulatory approvals
- Supervise the quality control and assurance team

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.