



KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

Opening date: September 21, 2023

Vacancy No. CRDR/18/09/23

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: Study Coordinator (1 position)

JOB GRADE: KMR 6

LOCATION: KEMRI field station Mtwapa

REPORTING TO: Site Investigator

Person specification:

For appointment to this grade the candidate must have:

- Higher Diploma in Clinical Medicine such as Lung/Skin Or Diploma in Clinical Medicine with 5 years' experience from a recognized institute
- Registration Certificate from the Clinical Officers' Council.
- Membership to a relevant professional body.
- At least three years' experience working in a clinical trial or research setting will be an added advantage.
- Certificate in "Good Clinical Practice" and/or "Human Subjects Protection"
- Proficiency in computer application skills.
- Must have a valid GCP/ICH training skill; and
- Has a good understanding of COPD and TB treatment

Knowledge and Abilities in the following areas:

- Carrying out clinical trials
- Building staff capacity through mentorship and effective leadership in the management of clinic activities
- Communication Skills
- Interpersonal Skills
- Team player

Duties and Responsibilities:

- Plan, oversee and carry out day-to-day management of site activities including supervision of site staff.
- Prepare study material, data collection tools and strategies for data management, including development of standard operating procedures.
- Setting up, coordinating and supervising clinical trial site.
- Ensuring compliance with the Protocol, SOPs, local regulations, ICH and GCP guidelines.
- Ensure accuracy and confidentiality of study participant records and clinical care documentation as per established guidelines, procedures and protocols
- Collect, verify and finalize collected data to create reports and present results of findings.
- Complete study related clinical procedures, provide appropriate treatment and where necessary, facilitate referral of study participants with complications.
- Assist the Principal Investigator in drawing annual budget for the clinic and community activities.
- Participate in Community Advisory Board and Community Engagement meetings.
- In collaboration with the PI, communicate with the sponsor and the regulatory agencies in all issues relating to the study.

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

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.