



KENYA MEDICAL RESEARCH INSTITUTE VACANCY ANNOUNCEMENT

Opening date: October 5, 2023

Vacancy No. CGHR/377/09/23

Program description: The Kenya Medical Research Institute (KEMRI) in collaboration with Washington State University (WSU) and the US Centers for Disease Control and Prevention (CDC) seek to recruit a highly motivated and pro-active individual to fill in the following vacancy in the Burden of Respiratory Disease among the Elderly Study within the DGHP Branch. The study aims to understand pathogen-specific incidence of respiratory illness among the older persons and estimate costs associated with influenza disease among the elderly population.

Position: Data Clerk (Community Interviewer) KMR 10 (3 Positions)
Location: Siaya County
Reporting to: Research Administrator

Job Summary:

The Officer will be responsible in identifying, consenting recruitment, follow up and retention of eligible study participants. S/he must be flexible and work within the existing structure, in a professional and ethical manner with competence, accountability and integrity.

a) Job Descriptions

The duties and responsibilities of the officer will entail: -

- Assist in identification of potential participants
- Consent and recruit eligible participants
- Ensure consistent implementation of research protocol over time
- Schedule participants for follow ups
- Complete study forms accurately & completely
- Ensure he/she has the requisite supplies in good time
- Work closely with the data team to resolve queries
- Maintain strict confidentiality of sensitive research information
- Participate in monthly program meetings
- Must be able to relate well with MOH staff and CHVs and the community
- Perform any other duties assigned/delegated by the study management.

b) Person Specifications

For appointment to this grade, a candidate must have: -

- KCSE mean grade D+ and above or its equivalent from a recognized institution;
- Fluency in both written and oral Luo, English & Swahili languages
- Possession of GCP certificate is an added advantage
- Be in possession of a valid motorcycle rider's license and able to ride motorcycle.

- Experience in electronic data collection e.g smartphone, tablets
- Be a resident or willing to live and work in the study area
- Experience in working in a research /hospital setting is an added advantage

Desired Qualities

- Ability to maintain project schedules and work extra hours as needed
- Ability to perform all duties and responsibilities independently, in a timely manner with minimal supervision
- Attention to details and good work ethics
- Must be able to write brief reports and keep records that are clear and legible
- Ability to adhere to research protocol as written

c) Key Skills and Competencies

- i. Planning and Organization Skills
- ii. Communication Skills
- iii. Interpersonal Skills
- iv. Team player

Terms of employment: This is a one (1) year contract, renewable subject to availability of funds, with a probation period for the first 3 months. Salary is negotiable within the KEMRI scheme of service depending on education, experience and demonstrated competency.

How to Apply

- a) All applicants must meet each selection criteria detailed in the minimum requirements;
- b) Must include current Curriculum Vitae with Telephone number and e-mail address;
- c) Three letters of reference with contact telephone numbers;
- d) Must include copies of academic and professional certificates.

All the applications to be addressed to Deputy Director, CGHR, P. O. Box 1578-40100 Kisumu and submitted through **KEMRI Website** www.kemri.go.ke/e-recruitment on or before **November 2, 2023** latest 5.00 p.m.

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

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER; WOMEN AND DISABLED PERSONS ARE ENCOURAGED TO APPLY. KEMRI/CGHR 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

Only short-listed candidates will be contacted