KENYA MEDICAL RESEARCH INSTITUTE
VACANCY ANNOUNCEMENT

Opening date: December 11, 2023  Vacancy No. CGHR/378/09/23

**Project description:** The Malaria Project is collaboration between Kenya Medical Research Institute, US Centers for Disease Control and Prevention, Liverpool School of Tropical Medicine, and other partners whose remit is to conduct research in Malaria. Due to its continued growth, the project has an exciting opportunity in the following field:

**Position:** Administrative Officer KMR 6 (1 position)
**Reports to:** Study PI
**Location:** Kisumu

**Job Summary**
The officer will work with finance officer on activities related to budgets for new funding, project/project preparation and submissions, progress reports, developing and planning budgets for each project strategic area and assists in forecasting future resource needs.

**a) Job Descriptions**
The duties and responsibilities of the officer will entail:

- Track expenditure and prepare timely reports for submission to Project Manager, PIs, Partners and Donor.
- Maintaining an inventory register;
- Ensuring assets are insured;
- Ensuring maintenance office equipment, facilities and assets; and
- Generating reports on operations, maintenance and utilization.
- Review financial and administrative vouchers and monitor MPESA payments.
• Recommend approvals of project operating invoices and vouchers for payment.
• Liaise with finance to ensure funds are available before processing LPOs and with relevant departments to ensure Request for Purchases is completed for timely procurement and delivery of project supplies.
• Maintaining an inventory register and conduct unannounced inventories inspection to ensure all assets are available and maintained per schedule.
• Manage office transport system, track vehicle and motorbike expenses and highlight concerns
• Liaise with Human Resource on hiring and orientation of project staff.
• Manage timesheet tracker per project and maintain leave schedules.
• Coordinate archiving of branch files.
• Coordinate branch meetings and take minutes.
• Facilitate processing of travel requisitions.
• Coordinate clearance of visitors to the branch and liaise with relevant departments for clearance, work permits, hotel reservations, ground transportation and office space.
• Prepare welcome packet for visiting scientists.
• Generating reports on operations, maintenance, and utilization
• Any other related duties as may be assigned from time to time by the immediate supervisor

b) Person Specifications
For appointment to this grade a candidate must have:-
  i. Bachelor’s Degree in Public Administration, Political Science, Sociology, Business Administration/ Accounting/ Finance or its equivalent qualification from a recognized institution;
  ii. Minimum five years’ experience in Project administration, management, finance, accounting or related field.
  iii. Knowledge of administrative, budgetary, financial, and human resources policies and procedures;
  iv. Have proficiency in computer applications.

c) Key Skills and Competencies
• Planning skills
• Communication and reporting skills.
• Team player
• Interpersonal skills
• Strong communication and reporting skills
• Excellent personnel and financial management skills
• Strong organizational, office and time management skills
• Ability to multi-task and take initiatives with minimal supervision.
• Proficiency in use of computer packages such as Excel, MS-Word, and QuickBooks
• Ability to work with minimal supervision, within strict deadlines and flexibility to ad-hoc schedules
• Ability to manage complex assignments, plan, and monitor budget expenditures.

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 must be submitted through KEMRI Website www.kemri.go.ke/e-recruitment on or before December 31, 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 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.

Only short-listed candidates will be contacted