Project description: The Kenya Medical Research Institute and in collaboration with the Liverpool School of Tropical Medicine conduct research activities related to malaria, HIV, tuberculosis and other diseases. The AGREE trial aims to test whether a dietary supplement containing a common food component, an amino acid called L-citrulline, can help pregnant women at risk of malaria have healthier pregnancies and babies. This project will recruit 3,000 pregnant women from the start of the antenatal clinic until 6-8 weeks’ post-partum. Children will then be followed up for another two years to assess their cognitive development. The project has the following vacancy:

Position: Senior Research Administrator     Job Group KMR 5     (1 position)
Location: Kisumu and Homa Bay
Reporting to: PI

Job Summary
The officer will manage all aspects of the AGREE trial, capturing data to assess the impact of L-citrulline/L-arginine nutritional supplements in reducing poor birth outcomes. He/She will work in close consultation with the Principal and Co-Investigators. The officer will also oversee any centralised functions for the AGREE trial, including coordinating data management between KEMRI and LSTM, and procurement.

Job Specifications
The duties and responsibilities of the officer will entail:

- Undertaking project review and development of corresponding work-plans
- Review and interpretation of funding requirements
- Identification of anticipated bottlenecks in implementation of selected grant mechanisms and communication of the same to the Principal Investigator (PI)
- Documenting implementation changes on all projects
- Maintaining a program database and close-out reports for projects for reference,
- Review of project work plan for appropriateness and completeness
- Coordination of seminars, trainings, disseminations forums with stakeholders
- Organizing project meetings and stakeholder meetings in consultation with the Principal Investigator (PI)
- Provide administration support for the initiation, implementation and study closure
- Liaise with administration, HR, procurement, finance, regulations office and the Principal Investigator(s)
- Tracking of project performance and presenting reports periodically
- Coordinating the process of project initiation and implementation in after grant award verifying award set-up and ensuring personnel is set-up appropriately
b) Person Specifications
For appointment to this grade, a candidate must have:

- At least four (4) years relevant working experience,
- Knowledge of guidelines/procedures on management of projects,
- Bachelor’s Degree in any of the following disciplines: Biomedical Sciences, Medical Sciences, Public Health, any relevant Social Science or equivalent qualifications from a recognized institution,
- Master’s Degree in any of the following disciplines: Biomedical Sciences, Medical Sciences, Public Health, any relevant Social Science or equivalent qualifications from a recognized institution will be an added advantage,
- Proven experience liaising with or working closely with MOH/county health to deliver projects.
- Certificate in Project planning and Management,
- Moderate to advanced level computing and data management skills including use of at least one statistical software package
- Demonstrated work performance and results.

Skills and abilities
- Good report writing skills e.g. evidence of a previous publication
- Good communication skills, including oral presentations of scientific information

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 as per the stated job group and the KEMRI scheme of service.

Applications MUST include the following:
1. Letter of Application (INDICATE VACANCY NUMBER)
2. Current Curriculum Vitae with telephone number and e-mail address
3. Three letters of reference with contact telephone numbers and e-mail addresses
4. Copies of Certificates and Transcripts
5. Contact telephone number

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 December 31, 2024 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 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.