Program Description: This project is a collaboration between Kenya Medical Research Institute and the Liverpool School of Tropical Medicine (LSTM) whose remit is to conduct research in Malaria/HIV and other diseases. The project has a vacancy in MiMBa - Antimalarial Pregnancy Registry (APR) study for the following position.

Position: Data Clerk (Community Interviewer) Job Group, KMR 10 (1 Position)
Location: Rusinga Island, Homa Bay County
Reporting to: Research Administrator

Job Summary:
The post holder will report directly to the Research Administrator. S/He will be responsible for ensuring that the timely data collection in the field is conducted in the highest standards possible as per the study protocol and GCP.

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

i. Collecting accurate data from the study participants in line with the standards and guidelines set in the study protocol
ii. Scheduling and preparing a work plans for phone calls, home follow-up visits and reminders for participant visits.
iii. Reporting missed antimalarial adherence visits as required
iv. Offering support to community health volunteers in household registration and tracking of antimalarial exposures.
v. Ensuring case reports are completed on Scanform and RedCap, and all research questions are asked during the interviews.
vi. Check questionnaires for accuracy and completeness at the end of interviews.
vii. Keeping clean and comprehensive records of study visits and their outcomes
viii. Debriefing study participants at the conclusion of interviews
ix. Ensuring there is adequate stock of supplies for planned activities.
x.Use motorcycles to carry out study trial related activities as assigned by the supervisor.
xi. Ensuring there is adequate security of the assigned motorcycle when not in use.
xx. Attending project planned meetings in time and present reports as required.
xxi. Any other duties assigned/ delegated from time to time by the immediate supervisor.
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.
- Be fluent in both written and oral Luo, English & Swahili languages.
- Be in possession of a valid motorcycle rider’s license and able to ride motorcycle.
- Be able to write brief reports and keep records.
- Be a resident or willing to live and work in the study area.
- Be able to ride a motorcycle and in possession of a valid rider’s license free of any endorsement.
- Have knowledge of GCP principles

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 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 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