Recruitment of Director General/CEO

The Kenya Medical Research Institute (KEMRI), a State Corporation established pursuant to the Science Technology and Innovation Act 2013 as read together with the Kenya Medical Research Institute Order 2021, is the national body responsible for carrying out research in human health in Kenya.

KEMRI is a regional leader in human health research. The Institute currently ranks as one of the leading Centres of Excellence in health research both in Africa as well as globally. KEMRI provides advice to the Ministry on various aspects of healthcare and delivery, national diseases surveillance and rapid response capacity for major disease outbreaks.

The Role: Director General/Chief Executive Officer

Reporting Relationship: The Director General reports to the KEMRI Board of Directors

Job and Person Specifications:

a) Job Specifications
   i. Provide strategic leadership in accordance with the mandate of KEMRI;
   ii. Official spokesperson for the organisation and responsible for stakeholder management and the enhancement of the corporate image of the organisation;
   iii. Responsible for the execution and communication of the Board’s strategies, decisions and policies;
   iv. Manage the budget of the institute and ensure that its funds are properly expended and accounted for;
   v. Act as Principal executor of all KEMRI contracts;
   vi. Ensure development and implementation of an effective performance management system
   vii. Provide regular, thorough and prompt communication to the Board of Directors on key technical, financial and administrative matters;
   viii. Ensure that the organisation has effective management structure including succession plan;
   ix. Provide leadership and vision to the organisation by assisting the Board of Directors and staff with the development of the strategic plan, budgets and annual work plans;
   x. Manage the day to day affairs and transactions of the Board of Directors and coordinating the operations and administrative functions of the Institute;
   xi. Lead, oversee and ensure implementation of applicable research standards in Kenya;
   xii. Oversee the activities of the Institute’s resources and ensure they are optimally utilised and fully accounted for in line with the existing laws and regulations;
   xiii. Provide guidance and spearhead research activities in the Institute in line with the best research practices globally;
   xiv. Foster and maintain a conducive work environment, and enhance corporate culture that promotes ethical practices and good corporate governance; and
   xv. Maintain effective collaboration and partnerships with organs of the government and government agencies, county governments, international organisations, private sector, non-governmental and other stakeholders.

b) Person Specifications
   i. Bachelor’s degree in health-related field, finance or audit, business management, economics, law or any other relevant field from a recognised institution;
   ii. Master’s degree in health related field, finance or audit, business management, economics, law or any other relevant field from a recognised institution;
   iii. At least ten (10) years working experience of which five (5) should be in a senior management position in either private or public sector;
   iv. PhD. In a health-related field, finance or audit, business management, economics, law or any other
relevant field will be an added advantage;
v. Research experience in a medical or related field will be an added advantage;
vi. Leadership course lasting not less than four (4) weeks cumulatively is an added advantage;
vii. Professional qualification and membership where applicable; and
viii. Fulfilment of the requirements of Chapter six (6) of the Constitution of Kenya
ix. Fulfilment of the requirements of the Leadership and Integrity Act

c) Skills and Competencies
i. Strong analytical skills;
ii. Strategic and innovative thinking;
iii. Ability to mobilise resources;
iv. Financial management and budgeting;
v. Analytical, problem solving and decision making skills;
vi. Strong interpersonal skills;
vii. Proficiency in IT applications;
viii. Strong leadership skills; and
ix. Negotiation skills.

Terms of Service: The Director General shall hold office for a term of three (3) years and be eligible for reappointment for a further term of three (3) years.

How to Apply:
For the full details about this position and how to apply, kindly log on to KEMRI e-recruitment platform via https://erecruitment.kemri.go.ke:7070 to apply online or submit your hard copy application at KEMRI Headquarters addressed to:

The Chairman
Board of Directors
Kenya Medical Research Institute
P.O BOX 54840 – 00200
Off Raila Odinga Way (formerly Mbagathi Way)
Nairobi, Kenya

For hard copy applications, please write the position applied for on the envelope and in the subject line of the application letter.

KEMRI is an equal opportunity employer committed to diversity. Persons with disability, women, youth and those from marginalized areas are encouraged to apply.

If you are interested in this role, please submit your application including cover letter, detailed CV, copies of academic and professional certificates, email address, daytime telephone contact and contact information of three referees not later than 02 January 2024.

NB: Only shortlisted candidates will be contacted.