



**KENYA MEDICAL RESEARCH INSTITUTE  
VACANCY ANNOUNCEMENT**

**Vacancy No. CGHR/392/12/23**

**Project description:** The Kenya Medical Research Institute (KEMRI) in collaboration with the US Centers for Disease Control and Prevention (CDC) whose remit is to conduct research and provide program support for activities related to outbreak response and surveillance of various diseases in the country and its region. Due to its continued growth, the Diagnostic and Laboratory Systems Program within the Division of Global Health Protection is seeking applications from skilled, motivated, and innovative candidates to fill the vacancy below:

**Position:** ICT Officer **Job Group/KMR 6** **(1 Position)**  
**Location:** Nairobi  
**Reports to:** Senior ICT Officer

**a) Job Specifications**

- Developing documentation of computer programs according to instructions and specifications;
- Installing and configuring computer systems;
- Maintaining application systems;
- Training users on effective and efficient use of ICT facilities;
- Maintaining up to date equipment maintenance register;
- Installing, configuring and monitoring Local Area Network components;
- Assisting users in the Active Directory, e-mail server and User applications;
- Servicing and repairing ICT equipment; and
- Performing regular data and application backups.
- May be required to provide support out of the office and outside normal working hours.

**b) Person Specification**

- Bachelor's degree in any of the following disciplines: - Information Technology, Computer Science, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution;
- Be in possession of CCNA Certificate
- Have at least three years of continuous exposure to work in a busy IT environment.
- Working knowledge and use of cloud systems e.g., office 365, MS Azure will be added advantage.

**c) Key Skills and Competencies**

- i. Analytical skills
- ii. Interpersonal skills
- iii. Communication 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.

**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 submit by **post to the above address** before **March 5, 2024**.

**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*