

KENYA MEDICAL RESEARCH INSTITUTE VACANCY ANNOUNCEMENT

Vacancy No. CGHR/396/12/24

Project description: The Family Health Unit (FHU) is a division within Kenya Medical Research Institute (KEMRI) Centre for global health research (CGHR). Currently, FHU conducts clinical, epidemiological, and behavioral research with a growing focus on maternal and child health. The division seek to promote effective interventions and foster positive health outcomes within the communities it serves. FHU has a vacancy as follows:

Position: Data Clerk (Community Interviewer) Job Group/KMR 10 (4 positions)

Location: Siaya County

Reports to: Study Coordinator

a) Job Descriptions

The duties and responsibilities of the officer will entail: -

- Recruit and consent study participants;
- Schedule participant for home follow ups and clinic visits;
- Perform a Malaria RDT;
- Ensure accurate completeness of study forms;
- Ensure proper labelling, storage and tracking of samples and lias with the study coordinator to arrange for transport to the laboratory;
- Conduct interviews with study participants within the study villages;
- Carry out community mobilization and sensitization for the TSCV trial;
- Educate the community on the TSCV and communicate with the study coordinator on the concerns and all the field issues;
- Ensure that s/he has requisite supplies in good time;
- Attend study field meetings and report on progress of work;
- Work closely with the Clinical officer and Data Manager to solve queries;
- Must be able to relate well with the MOH staff, CHVs and the community;
- Perform any other duties assigned or delegated by the study management.

b) Person Specifications

- Be a holder of KCSE mean grade D+ and above or its equivalent from a recognized institution;
- Be fluent in both written and oral Luo, English & Swahili languages;
- Have a GCP certificate;
- Be able to ride motorcycle and possess a valid motorcycle license;
- Proficiency in computer application;
- Experience in data collection using electronic device e.g. smartphone or tablet;

- Must be able to write brief reports and keep records;
- Be a resident or willing to live and work in the study area;
- Experience in working in a trial study and household survey will be an advantage;
- Experience in collection of blood samples also an added advantage.

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 scale and applicable scheme of service.

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 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