Centre for Microbiology Research
KEMRI- RCTP

VACANCY ANNOUNCEMENT

The Kenya Medical Research Institute (KEMRI), in Collaboration with The University of North Carolina (UNC), is conducting Clinical Trials to establish a solid evidence base for the effectiveness of self-administered therapies for Cervical Pre-cancer treatment aimed at the secondary prevention of cervical cancer, with the goal of elimination.

The **CCSP UNC STUDY** has the following vacancy:

1 . Position: Study Coordinator (1 Position) KMR/ 5 Vacancy No. FN-02-02-2024

Reports to: Study PI

Location: Kisumu

Duration: 1 year Renewable Contract

Duties and Responsibilities

- Develop an in-depth understanding of the study protocols, goals and logistics required to conduct research studies and implementation projects
- Develop clinical trial implementation plans in collaboration with investigators and relevant stakeholders
- Create Standard Operating Procedures (SOPs) that align with the study protocols
- Conduct training for research teams to always guarantee adherence to study SOPs at all times.
- Provide leadership in research studies through coordination and daily oversight of day-to-day implementation of study activities
- Coordinate the study team to ensure proper performance of study and project activities consistent with study protocols and SOPs
- Lead study recruitment with the support of study investigators and research team, including evaluating potential participants for inclusion in clinical trials in compliance to the study protocol
- Perform study visits and clinical assessments of study participants, document study procedures, and interpret laboratory results in collaboration with study PIs.
- Ensure proper documentation of all research participants in physical and electronic medical records
- Ensure participant safety through monitoring of clinical and laboratory adverse events
- Ensure timely reporting of adverse events and protocol deviations.
- Ensure participant privacy and confidentiality are maintained
- Compiling weekly clinical and study data and study reports in coordination with data manager
- Oversee and monitor study budget expenditure, including study resource utilization, cash flow and expenditures
- Maintain relationships with collaborating partners and the County Ministry of Health
- Coordinate communication with research staff and PI/Co-PIs/Co-Investigators

- Maintain regular communication with members of the research team
- Ensure regular and timely updates of clinical trial recruitment, follow-up, and data collection progress
- Work professionally and ethically with competence, accountability, and integrity
- Perform any other relevant duties as assigned by the study PIs

Qualifications:

- Bachelor of Medicine and Surgery
- Be duly registered with the relevant professional body, holding valid practice license

Other Desirable Qualifications:

- Knowledge in Cervical Cancer Screening and Prevention Clinical or research programs
- Attention to detail, critical thinking and problem-solving skills
- Interpersonal and communication skills
- Good communication skills
- Experience working in HIV care, either in a Clinical or Research setting

2. Position: Data Analyst (1 Position) K MR/ 5 Vacancy No. FN-03-02-2024

Reports to: Study PI

Location: Kisumu

Duration: 1 year Renewable Contract

Duties and Responsibilities

- Support in planning data collection methods and developing experimental designs and analytical methods
- Collaborate with study investigators on sample size calculations and study sampling
- Design and implement data collection tools for specific projects
- Create and manage research data collection tools and databases using REDCap and ODK, among other tools.
- Train and manage data collection teams to ensure quality data collection.
- Conduct weekly data cleaning and reporting, manage data integrity issues
- Develop, maintain, and present Key Performance Indicator (KPI) dashboards to study personnel
- Communicate with trial investigators about data quality and resolve issues per study protocol.
- Assist in preparing trial documents, reports, and responses to regulatory inquiries
- With support of trial investigators, assist in clinical trial monitoring, including safety reporting
- Utilize statistical software and techniques for data gathering, analysis, and interpretation
- Analyze data and present statistical results through graphs, charts, and tables
- Discuss and interpret trial/study results with colleagues and collaborators
- Ensure project deadlines and milestones related to data and analyses are met
- Provide mentorship to junior investigators and support to the research team with other tasks as needed
- Carry out additional duties as directed by the Research Manager/Coordinator and supervisors

Required Qualifications:

- Bachelor's Degree in Computer Science, Mathematics, Statistics, Biostatistics or related field
- At least 2-years' experience as a Data Analyst or a similar position
- Experience with a range of data analysis tools
- Excellent skills using REDCap and ODK
- Advanced Excel skills, Pivot Tables and Macros preferred
- Ability to work as part of a team and handle multiple projects

Desirable Qualifications:

- Prior research experience, preferably in the health sciences
- Great attention to detail and excellent analytical skills
- Excellent organizational and communication skills, attention to detail
- Familiarity with statistical packages (including Stata, R, SPSS or SAS)
- Critical thinking skills, highly motivated
- Demonstrated experience in writing as evidenced by publications or project reports

3. Position: Research Assistant (1 Position) K MR/ 6 Vacancy No. FN-04-02-2024

Reports to: Study Coordinator

Location: Kisumu

Duration: 1 year Renewable Contract

Duties and Responsibilities

- Engage and educate healthcare workers and the community on cervical cancer screening and prevention through facility mobilization, client health talks, and regular stakeholder communication.
- Conduct research study activities, including the recruitment, screening, enrollment, and consenting of research participants according to the study protocol and standard operating procedures.
- Collect, enter, and manage non-clinical research data in the REDCap study database.
- Perform high-quality study participant retention using varied mechanisms, identify threats to participant retention, and actively work to address them in collaboration with the research team.
- Conduct participant tracing through phone call reminders, short message service (SMS), and home tracking using locator information.
- Conduct in-depth interviews and focus-group discussions and perform high-quality transcription and translations of recorded interviews.
- Translate research documents, including informed consent forms
- Adhere to the principles of ethical research according to human subject review protocols

Qualifications:

- Diploma in Clinical Medicine, Nursing, Community Health, Sociology or Social Work with two years' experience

Prior Work Experience:

- At least two years' relevant experience in research or clinical setting, preferably with significant counseling and social science department role
- Prior training or experience in sexual and reproductive health issues, including family planning and cervical cancer prevention is preferred
- Experience in conducting surveys, in-depth interviews, or focus groups is preferred
- Experience with tablet-based data collection, including using REDCap
- Experience with qualitative research data analysis an added advantage

Other Desirable Qualifications:

- Good written and verbal communication skills
- Problem-solving skills and ability to work with others to address challenges
- Social skills, including the ability to form a rapport with clients and other team members
- Ability to follow up on tasks and follow through on deadlines, with attention to detail
- Able to work well under minimal supervision
- Good interpersonal and organizational skills, including the ability to maintain frequent contact using phone calls, WhatsApp/SMS, email, and Zoom

How to Apply;

a) All applicants must meet each selection criteria detailed in the minimum requirements.
b) Must include a current CV with names of at least three referees.
c) Must include copies of academic and professional certificates.
d) Indicate Position & Vacancy Number as the subject of the Email

A duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent to: hrrctp@kemri-rctp.org not later than 18th March, 2024

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER; WOMEN AND PERSONS WHO ARE ABLED DIFFERENTLY ARE ENCOURAGED TO APPLY. KEMRI AND 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