



## KENYA MEDICAL RESEARCH INSTITUTE VACANCY ANNOUNCEMENT

**Opening date: March 28, 2024**

**Vacancy No. CGHR/399/01/24**

**Project description:** The Kenya Medical Research Institute (KEMRI) and the University of Massachusetts Chan Medical School (UMass Chan) are conducting hospital-based and community-based research studies in western Kenya. These include a study evaluating the immunogenicity and efficacy of the first malaria vaccine (RTS, S also called Mosquirix) approved for general use in children residing in malaria endemic areas. The other study is on the paediatric cancer (Burkitt lymphoma) with activities in different hospitals in western Kenya. These projects are funded by the National Institutes of Health (USA).

**Position:** Administrative Officer

**J/G KMR 6**

**(1 position)**

**Reports to:** Principal Investigator

**Location:** Center for Global Health Research, UMass-KEMRI partnership

**Job Summary:** The officer will work with finance officer on activities related to budgets for new funding, project/project preparation and submissions, progress reports, developing and planning budgets for each project strategic area and assists in forecasting future resource needs.

### **a) Job Specifications**

The duties and responsibilities of the officer will entail: -

- Track expenditure and prepare timely reports for submission to Project Manager, PIs, Partners and Donor.
- Maintaining an inventory register;
- Ensuring assets are insured;
- Ensuring maintenance of office equipment, facilities and assets,
- Generating reports on operations, maintenance and utilization of equipment, assets and facilities.
- Review financial and administrative vouchers and monitor MPESA payments.
- Recommend approvals of project operating invoices and vouchers for payment.
- Liaise with finance to ensure funds are available before processing LPOs and with relevant departments to ensure Request for Purchases is completed for timely procurement and delivery of project supplies.
- Maintaining an inventory register and conduct unannounced inventories inspection to ensure all assets are available and maintained per schedule.
- Manage office transport system, track vehicle and motorbike expenses and highlight concerns
- Liaise with Human Resource on hiring and orientation of project staff.
- Manage timesheet tracker per project and maintain leave schedules.
- Coordinate archiving of project files.
- Coordinate project meetings and take minutes.
- Facilitate processing of travel requisitions.
- Coordinate clearance of project(s) visitors and liaise with relevant departments for clearance, work permits, hotel reservations, ground transportation and office space.
- Prepare welcome packet for visiting scientists.

**b) Person Specification**

For appointment to this grade a candidate must have:

- i. Bachelor's Degree in Public Administration, Political Science, Business Administration/Accounting/ Finance or its equivalent qualification from a recognized institution;
- ii. Minimum five years' post graduate experience in Project administration, management, finance, accounting or related field.
- iii. Knowledge of administrative, budgetary, financial, and human resources policies and procedures;
- iv. Have proficiency in computer applications.

**c) Key Skills and Competencies**

- Planning skills
- Communication and reporting skills.
- Team player
- Interpersonal skills
- Excellent financial and management skills
- Ability to multi-task and take initiatives with minimal supervision.
- Ability to work with minimal supervision, within strict deadlines and flexible to ad-hoc schedules
- Ability to manage complex assignments, plan, and monitor budget expenditures.

**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.

**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 **April 21, 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.*