



*In Search of Better Health*

## KENYA MEDICAL RESEARCH INSTITUTE

### VACANCY ANNOUNCEMENT

#### **Epidemiology and Demography Departmental Manager KEMRI - Wellcome Research Programme**

The Kenya Medical Research Institute (KEMRI) is a state corporation established through the Science and Technology (Amendment) Act of 1979, as the national body responsible for carrying out health research in Kenya. KEMRI's vision is "to be a leading centre of excellence in research for human health," and its mission is "to improve human health and quality of life through research, capacity building, innovation, and service delivery."

The KEMRI-Wellcome Research Programme (KWTRP) is a partnership between KEMRI, Wellcome, and the University of Oxford. The Programme established in 1989, has evolved from conducting research in the immunology and epidemiology of malaria to a world class research institute conducting multi-disciplinary research that spans molecular biology to health systems and policy research. The Program works across 3 main hubs in Kenya (Nairobi and Kilifi) based at the KEMRI Centre for Geographical Medicine Research- Coast Kilifi and Uganda (Mbale) with an international network of collaborating sites.

The KEMRI-Wellcome Research Programme (KWTRP) seeks to invite applications from experienced person to fill the following position.

**Reference Number:** KWTRP26/EDDM-/17

**Job Title:** Epidemiology and Demography Departmental Manager

**Department:** Epidemiology and Demography

**Location:** Kilifi Office

**Duration:** Two (2) Years, renewable subject to availability of funds and performance

#### **REPORTING RELATIONSHIPS:**

**Reports to:** Head of Epidemiology and Demography Department

**Direct reportees:** Department Accountant, Executive Administrative Officer, Community Liaison Officer, Project Manager

**Indirect reportees:** Project Assistant; Studies Coordination

#### **BUDGET AND RESOURCE RESPONSIBILITY:**

- Financial oversight of all EDD grants and contract research, including budgeting, expenditure monitoring, reporting, invoicing and tracking timely payments of invoices by funders and collaborators.
- Advising on budget development for new awards, ensuring cost recovery thresholds meet KWTRP requirements and are compliant with funder terms and conditions.
- Oversee appropriate administration of sub-awards from KWTRP to collaborators where KWTRP is the lead partner.

- Financial authorization on all Department grants.
- Approval of resources (equipment, software etc.), seeking buy-in from grant holders where appropriate.

## **JOB PURPOSE:**

The Epidemiology and Demography Department (EDD) Manager is the senior-most administrative staff member in EDD. She/he is responsible for the effective management of the department, providing strategic support to the Head of the Department and leading the EDD Operations team.

EDD is a large department, employing 230 staff and hosts around 20 projects under grants totaling more than £12m. It comprises several research groups and units conducting research on areas including health services, population health, vaccine epidemiology, human genetic epidemiology, viral epidemiology and non-communicable disease epidemiology. In addition, the department is responsible for population and clinical surveillance activities in Kilifi and several county hospitals in Kenya, which serve as important platforms for research activities.

The EDD manager's role has complex dimensions including interacting with staff in KWTRP's core administrative and operational functions, and with the University of Oxford as a strategic partner. The EDD manager directly supervises four staff and leads the EDD Operations Team comprising 11 staff. S/he will be in regular communication and will maintain close links with operations staff supporting groups that are based at the Nairobi hub. The post-holder must also build and maintain collaborative relationships with a range of funder and partner institutions and with regional and national government officials. The post-holder provides administrative leadership for the Department and management.

## **KEY RESPONSIBILITIES:**

- I. Lead the Epidemiology and Demography Department (EDD) Operations team, which currently comprises 11 staff with expertise in HR, Finance, Communications, Community Engagement, Procurement, Administration and Data Management.
- II. Line manage staff in the EDD Operations team, including Department Accountant, Community Liaison Officer, Executive Administrative Officer and Project Manager, and provide professional and pastoral support for the wider team of EDD staff.
- III. Together with the Head of Department and EDD Management team, engage in the strategic development of the Department, including strengthening relationships between staff at the KWTRP main campus in Kilifi and staff in Nairobi, as well as satellite and partner sites.
- IV. Build relationships with KWTRP central administrative and operational departments including Facilities & Transport, Finance, HR, IT, Procurement, Health & Safety and the Research Office, and with other scientific departments, including colleagues based in Nairobi.
- V. Build strategic relationships with key stakeholders in Kenya, including Kilifi County Ministry of Health, and international collaborators and funders, including the University of Oxford and Wellcome Trust.

- VI. Provide financial oversight of all EDD grants. Work with the Department Accountant and PIs to oversee budgeting, expenditure monitoring, reporting, invoicing, and tracking timely payments of invoices by funders and collaborators.
- VII. Provide oversight of regulatory processes for studies within the department including submissions and renewals of protocols and oversee compliance with funder requirements regarding open access publications.
- VIII. Support applications for grants and training fellowships by EDD scientists at all levels: Masters, PhD Post-doctoral and mid-career to senior, providing guidance on KWTRP internal requirements and funder rules and regulations.
- IX. Champion communications and engagement initiatives, working closely with colleagues in EDD and with the Communications Department. This includes organising major events and initiatives that bring together internal, local, and international audiences in formats that may be in-person, virtual or hybrid.
- X. Oversee staffing within the Department, providing guidance on recruitment, induction, professional development and performance, and helping to identify opportunities for staff approaching end of contract.
- XI. Support and deputise for the Head of Department, taking on tasks and responsibilities as required.

## **QUALIFICATIONS:**

### **The successful applicant will have:**

- I. A Masters in Business Administration/ Project Management or professional training or equivalent from an accredited institution.
- II. An undergraduate degree in science discipline.
- III. Minimum Ten (10) years relevant experience, five (5) years of which at Managerial level.
- IV. Experience managing a large and diverse organization or department in a similar setting.
- V. Exceptional project management skills, and the ability to manage multiple large projects simultaneously.
- VI. Significant skills in leadership, organization, prioritisation, problem solving and decision making.
- VII. Financially literate with sound knowledge of budgeting methodologies and resource management concepts including proven experience of preparing and monitoring budgets and financial reports.
- VIII. Demonstrable experience in writing high quality reports and presentations in English, with evidence of being attentive to detail.

### **Desirable**

- I. Strong scientific background
- II. Health or science-related management background.
- III. Experience in developing science careers and interacting with major science or Global Health funders (e.g. Wellcome Trust, MRC, BMGF, NIH).
- IV. Experience in organizing large international events.

- V. Multi-lingual with fluency in English and Kiswahili.
- VI. Project Management Certification

**BEHAVIOURAL COMPETENCIES:**

- i. Demonstrated high levels of integrity and confidentiality
- ii. Excellent interpersonal, verbal and written communication skills
- iii. Ability to work with diverse, multidisciplinary teams and build strong relationships with internal and external collaborators
- iv. Excellent analytical skills and ability to deliver quality outputs within strict timelines.
- v. Strong Team Management and decision-making skills

**PHYSICAL ENVIRONMENT/CONDITIONS:**

The postholder will be expected to work flexibly, including occasionally outside normal working hours when required.

**APPLICATION PROCEDURE:**

All applications for roles in KEMRI and its partners (including KWRP) are centrally applied for using [KEMRI e-recruitment portal](#). To apply for this post, you must register as a user. Log into your account, then proceed to the vacancies, view the post and click on the button: "**Apply Now**"

Applications which should include your CV, Cover letter, copies of certified academic certificates, testimonials and other relevant documents should be made through KEMRI Website

Successful candidates will be required to provide the following: Certificate of good conduct, Higher Education Loans Board compliance certificate, KRA Tax compliance certificate, Ethics and Anti-Corruption Commission clearance.

**Applicants are required to state their current/last salary.**

Applicants are required to provide a valid email address and telephone number for communication regarding interview invitations. **Only shortlisted applicants** will be contacted. During the interview, shortlisted candidates must present the **ORIGINALS** of the following documents: National Identity Card or Passport, academic and professional certificates, academic transcripts, testimonials, a detailed curriculum vitae (CV), and a valid clearance certificate (Certificate of Good Conduct or its equivalent).

All the applications to be done through [KEMRI e-recruitment portal](#) on or before **16<sup>th</sup> June,2026** by 5.00 p.m.

**KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WHO ARE ABLED DIFFERENTLY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY. DIRECT OR INDIRECT CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS RECRUITMENT PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY.**