



# KENYA MEDICAL RESEARCH INSTITUTE

## EXTERNAL ADVERTISEMENT

KEMRI–CCR PHRD (Thika) clinical trials Project is currently looking for motivated individuals to fill in the following vacant positions:

**Position:** Project Data Officer: M/R 9 (2 positions)

**Location:** Thika

**Reports to:** Data Manager

**Job Purpose:** The Project Data Officers will be responsible for data management including data collection, mining, filing, archiving, QA/QC, database updates, reports generation, etc.

### **RESPONSIBILITIES**

- Data collection, compilation , cleaning , investigational analysis and processing for entry into databases
- Designing, improving and updating live databases for long term data storage and back-ups
- Assisting in data analysis
- Installing and configuring computer hardware, software systems, networks, printers and scanners
- Ensure technology is accessible and equipped with current hardware and software
- Trouble shoots all technology issues including hardware, software and network operating system
- Preparing daily and weekly reports
- Scanning and filing of records, archive systems in accordance to department procedures
- Monitor security of all technology
- Any other duties assigned by Supervisor

### **Education and Professional training**

- Bachelor's degree in Mathematics and computer science or a related field from a recognized university
- Training on data analysis (STATA and or R)

### **Competencies**

- Very Good IT skills including hardware, software and networks
- Good communication skills.

### **Experience**

- Experience in data entry/data management
- Skills in database development

## Terms of Employment

Employment is on a one year renewable contract with a probation period for the first 3 months. Salary is negotiable within the appropriate grade 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 a current CV with names of at least 2 referees.
- c) Must include copies of academic and professional certificates
- d) Must include a copy of Certificate of good conduct
- e) Must have KRA Certificate of Tax compliance
- f) Must have Clearance Certificate from HELB
- g) Must have credit reference Bureau Certificate

A duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent to: [phrdrecruit@pipsthika.org](mailto:phrdrecruit@pipsthika.org) not later than **1<sup>st</sup> August 2018**.

**Position:** Procurement Intern (1 position)

**Location:** Thika

**Reports to:** Fiscal and Administration Manager

**Job Purpose:** To support contracts administration and procurement processes for the project

The internship programme will be for six (6) months.

### Responsibilities

- Receiving and processing of internal purchase requisitions coming from user departments.
- Preparation of request for quotations documents.
- Evaluation of returned quotations bids.
- Processing of LPOs and LSOs.
- Follow up with suppliers on delivery of goods.
- Submission and follow up of purchase requisitions at KEMRI.
- Preparation of procurement plans.
- Facilitate receipt and inspection of items delivered by vendors.
- Safe custody of inventories and maintenance of regularly updated inventory records.
- Inventory control and stock movement tracking including periodical stock counts.
- Keeping track of vendor contracts.
- Processing of invoices for payment from suppliers.
- Filing procurement documents in an orderly manner.
- Disposal of obsolete items.
- Maintenance of assets register.
- Conducting market surveys and maintaining a cost data base of commonly used items to help in budget planning.

## **Education and Professional training**

- Bachelor's degree in Purchasing and Supplies Management.

## **Competencies**

- Ability to perform a variety of routine procurement tasks and duties
- Ability to maintain accurate and up-to-date records
- Strong I.T skills.
- Good communication skills.

## **Experience**

- Experience in managing procurement will be an added advantage.

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**Position:** Laboratory Intern (2 positions)

**Location:** Thika

**Reports to:** Laboratory Manager

**Job Purpose:** To assist the Laboratory Manager in the operations and coordination of laboratory activities

The internship programme will be for six (6) months.

## **Responsibilities**

- Performs a variety of technical laboratory procedures according to Standard Operations Procedures and Study Protocols
- Performs laboratory quality assurance/ quality control practices
- Participates in Quality Control and Quality Improvement for area of specialty and Lab indicators
- Ensures that quality control data are within acceptable ranges before reporting patient results
- Identifies out of range control values, takes corrective action, and notifies others of changes
- Conducts internal quality audit regularly and initiates corrective and prevention actions
- Responsible for accurately completing records and reports and other statistical information for master files or databases. Follows laboratory policy for data retrieval, record keeping, samples, and identification, requisition, reporting and charting procedures
- Maintains high level of competence in GCLP, laboratory safety and standard operation procedures
- Maintains a neat, clean and organized work area
- Keeps an adequate supply of working materials on hand
- Maintains confidence by keeping laboratory information confidential
- Maintains laboratory equipment as outlined in the various operation SOPs and equipment manuals
- Develops laboratory standard operating procedures and manuals

## **Qualifications**

- Degree in Medical Laboratory Sciences

**Experience and Skills**

- Must be reliable, self-motivated and self-driven
- Good communication and management skills
- Strong I.T skills.

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***KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY. 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.***

Only those shortlisted will be contacted.