



KENYA MEDICAL RESEARCH INSTITUTE

A KEMRI-CCR PHRD Clinical Trials Project is currently looking for a motivated individual to fill in the following position:

Position: Project Data Officers: M/R 9
Location: Nairobi (1 position) and Thika (1 position)
Reports to: Data Manager

Job purpose: The Project Data Officer will be responsible for data management including data collection, mining, filling, 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 data bases for long term data storage and back-ups.
- Assisting in data analysis.
- Preparing daily and weekly reports.
- Scanning and filling of records, archive systems in accordance to department procedures.
- Monitor security of all technology.
- Any other duty assigned by supervisor.

Education and Professional training

- Bachelor's degree in Mathematics and computer Science or a related field from a recognized university.

Experience

- At least one year experience in data entry/data management
- Skills in database development.

Terms of employment

Employment is 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 not later than **19th October, 2018**.

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 short listed candidates will be contacted.