



# **KENYA MEDICAL RESEARCH INSTITUTE**

A KEMRI –CCR Clinical Trials Research Project is currently conducting clinical trials and is looking for motivated individuals to fill in the following positions:

**Position:** Clinic Assistant/ Receptionists M/R 6

**Location:** Nairobi (1 position) and Thika (1 position)

**Reports to:** Study Coordinator.

## **JOB PURPOSE**

To ensure that the front office is functioning in an effective and efficient manner.

## **RESPONSIBILITIES**

- Maintains cleanliness and order of the front office
- Answers telephone and receives visitors and participants
- Sorts and distributes incoming mail and deliveries
- Delivers items to other departments.
- Schedules and reschedules participants
- Maintains visitors book and clinic diary
- Maintains routine clerical records, logs and data and compiles routine reports
- Maintains order and security at the front office by noting incoming and outgoing traffic.
- Any other duties assigned by supervisor

## **Education and Professional training**

- Kenya Certificate of Secondary Education or its equivalent qualifications from a recognized institution.
- Certificate in front office management.

## **Competencies**

- Good customer service skills
- Knowledge of office telephone etiquette
- Team player
- Highly organized
- Working knowledge of IT skills

## **Experience**

Three years' experience in front office management

## **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.

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 **19<sup>th</sup> 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.