



VACANCY ADVERTISEMENT

Opening date: 17-01-19

Vacancy No. K04-01-19

Program description: This program is in collaboration between Kenya Medical Research Institute and the US Centers for Disease Control and Prevention whose remit is to conduct research in Malaria, HIV and other diseases. Due to its continued growth, the Malaria Branch has the following vacancies for Data Clerks in a Malaria vaccine project.

POSITION: DATA CLERK

4 positions

MR 4

LOCATION: Siaya and Bondo

REPORTING: Data Analyst/Data Manager

Job Description Summary:

The data clerk's position requires the incumbent to perform various data entry functions, focusing on retrieval and organizing Case Report Forms, entering and cleaning of data into computer systems, filling data-related documents, performing data quality control checks for in an accurate and timely fashion.

Minimum Requirements

Education: High School Certificate KCSE Minimum C- Or its Equivalent

Certificate in computer Operation packages (MS Word, MS Excel, MSPowerpoint, MS Access) from a recognised institution.

One year's experience in data using Microsoft Access, Excel, Office, PowerPoint and Epi-info

Desirable Qualities:

- Thorough understanding of the importance of quality and timely data.
- Ability to work independently with minimum supervision.
- Ability to maintain confidentiality of medical records and observe good clinical practice.
- Good typing and data entry skills.
- Ability to work well with others in a team.
- Knowledge in web-based data entry is an added advantage.
- Ability work with Comcare, REDcap, ODK collect, and related web-based data entry systems.
- Ability to be flexible in learning and applying new ideas in data management.

Essential Job Functions: Duties and Responsibilities

- Ensuring timely and accurate data entry into the web-based databases.
- Cleaning and ensuring completeness of electronic and hard copy Case Report Forms.
- Query data inconsistencies on the case report forms in consultation with the PI and/or supervisors.
- Assist in setting up and management of the databases.
- Assist in the compilation and ad hoc analysis of data.
- Ensure all data (soft and hard copy) is documented and filed appropriately.
- Maintaining data security and confidentiality.
- Any other duties as may be assigned by the supervisor.

Terms of Employment: 1 year renewable contract as per KEMRI scheme of service and a Probation period for the first 3 months.

Remuneration: Compensation is negotiable within a relevant grade, based on education levels, relevant experience and demonstrated competency. The salary scheme is based on the KEMRI scales plus supplemental amounts.

Applications should include the following:

1. Letter of Application (**Indicate Vacancy Number**)
2. Current Resume or *Curriculum Vitae* with Telephone number and e-mail address
3. Three letters of reference with contact telephone numbers
4. Copies of Certificates or Transcripts

Applications are due no later than: 6th February, 2019 to: Human Resource Manager, KEMRI/CGHR Program, P.O. Box 1578, Kisumu. Or email to recruitment@kemricdc.org

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Only short-listed candidates will be contacted