



## VACANCY ANNOUNCEMENT

Opening date: 17-01-19

Vacancy No.K07-01-19

**Program description:** The KEMRI/CGHR program has expanded considerably in its research and program support activities. This program is a collaboration between Kenya Medical Research Institute, the US Centers for Disease Control and Prevention, and other organizations and donors. It involves conducting research and programmatic support for activities related to Malaria, HIV, Tuberculosis and other diseases. Due to its continued growth in the area of clinical research, the program seeks to fill the position of Community Interviewers within Malaria Branch

**POSITION: Community Interviewers**

**29 Positions**

**MR 4**

**LOCATION:** Siaya and Bondo

**REPORTING:** Field Coordinator

### Essential Requirements

- O-level Secondary education with a minimum grade of C-
- Must be willing to reside within the study area
- Good English, Swahili and Dholuo, both spoken and written
- Ability to ride and maintain a motorcycle will be an added advantage
- At least one-year experience doing community work.

### Job Description

The community interviewers will report directly to the field supervisors and will be responsible for collecting timely and accurate data in his or her assigned households.

### Skills, knowledge and Abilities

- Must be able to communicate effectively with members of the community and health facility staff
- Work with minimal supervision and be a team player
- Able to work with data collection tablets. If not conversant with tablet use, then they should be willing and ready to learn on the usage of the gadgets.
- Should be flexible and able to work extra hours including weekends and public holidays.

### Specific tasks and responsibilities

The community interviewers' responsibilities shall include and not limited to the following:

- Collection of accurate information from the study participants in line with the standards and guidelines set in the study protocol

- Schedule and prepare a work plan of home follow up visits and reminders for vaccination for participants study participants
- Report back to the supervisors any trial related adverse events as instructed in the field work home follow-up visit SOP
- Ensure that all the relevant case report and diary cards are administered appropriately and all questions asked during the interviews
- Check their questionnaires for accuracy and completeness at the end of interviews
- Keep clean and comprehensive records of study visits and their outcomes
- Conduct debriefing with the study participants at conclusion of interviews
- Ensure that one has requisite supplies in time
- Adhere strictly to the project deadlines for completion of duties assigned
- Use motorcycles or bicycles to carry out trial related activities as assigned by the supervisors
- Responsible for the security, maintenance and renewal of motorcycle license
- Attend all the weekly meetings in time and report on progress of work
- Must be a team player
- Any other assigned/ delegated duties by the management

**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 Academic Certificates and Transcripts

Applications are due no later than: **6<sup>th</sup> February,2019** to: **Human Resource Manager, KEMRI/CGHR Research Program, P.O. Box 1578, Kisumu. Or email to [recruitment@kemricdc.org](mailto:recruitment@kemricdc.org)**

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**Only short-listed candidates will be contacted**