



# **KENYA MEDICAL RESEARCH INSTITUTE**

## **CENTRE FOR PUBLIC HEALTH RESEARCH**

**Opening date:** 15/01/19  
**Reference Number:** CPHR/01/1/2019.  
**Employment Type:** CONTRACT  
**Category:** Project Coordinator  
**Job Grade:** MR10  
**Country:** Kenya  
**Location:** Nairobi

**PROJECT TITLE: Developing and Testing of a Feasible Food Listing Tool for Processed Food for Use in Urban Areas**

**ACRONYM: Processed Food Listing Tool Project [P-FLTP]**

### **JOB PURPOSE:**

Centre for Public Health Research, is one of the KEMRI centres conducting harmonised research in various fields including on human nutrition and food security in Kenya. These studies include dietary studies and surveys. During design of dietary surveys, prior identification of foods likely to be reported in a dietary survey is necessary to (1) adequately prepare data collection tools; (2) process the food and recipe intake data obtained during interviews; and (3) identify common recipes for standard recipe data collection, among others. In the current project, Global Alliance for Improved Nutrition GAIN, Intake, and KEMRI will work in collaboration for the development of the food listing tool. This job will involve planning and coordination of various project activities including, seeking administrative clearances from various county authorities, planning for field activities, workshops, trainings and meetings, and creating regular high-quality progress reports. This post demands knowledge of the Kenya Government communication protocols and high level of communication skills to engage with the project PIs, field teams and the communities. It's expected that the post holder is capable of working unsupervised within a variable timescale sometimes beyond the working hours and with a lot of travel within Nairobi.

### **Description:**

**REPORTS TO:** The Project Principal Investigator

### **BUDGET AND RESOURCE RESPONSIBILITY:**

- Project operational budget
- Ordering and accountability for materials, consumables and project assets.

## **KEY RESPONSIBILITIES:**

- Coordinate scientific operational activities, and supervise field staff and data collection activities including community mobilization
- Obtaining approvals and liaising with local administrative authorities for execution of field work
- Develop tools, SOPs, and be able to format and digitize study forms in consultation with the Principal Investigator
- Plan calendar of activities for the research team accordingly
- Organise field logistics (printing materials, supplies purchase coordination, assembly of field equipment etc)
- Assist with summarising resource costs data in connection with the project accounting assistant
- Participate in workshops and data collection training activities.
- Manage and supervise data entry and databases
- Document and Write field reports
- To liaise with the collaborators and other CPHR units and KEMRI departments to ensure smooth running of the projects
- Undertake any other duties as assigned by the Principal Investigator

## **QUALIFICATIONS:**

### **Essential Criteria:**

- An MSc in Nutrition (or related degree) with 3-5 years experience or A BSc in human nutrition with 10 or more years in implementing field research projects
- Previous experience in dietary data collection methods will be an added advantage
- Demonstrable experience in organizing meetings and workshops or networks
- Demonstrable experience in writing reports in English
- Computer literacy with proficiency in project management tools and Microsoft applications

### **Desirable Criteria:**

- Experience in budget and resource management
- Experience in health research management.

## **COMPETENCIES:**

- Proactive, innovative, attentive to detail and creative
- Strong interpersonal and communication skills
- Strong planning and organization skills
- Strong leadership and management skills
- Ability to network, build and maintain strong relationships
- Strong problem solving and decision-making skills
- Team working and ability to work in a multi-cultural environment
- Nutrition professional must be registered with the Kenya Nutritionist and Dieticians Institute (KNDI) and hold a valid Licence.

## **PHYSICAL ENVIRONMENT/CONDITIONS:**

1. The post is based in, both office and field and accessional retreats out of Nairobi

2. Due to the nature of the project, the post holder will be expected to work off hours as necessary.

**TERMS OF EMPLOYMENT:**

4 Months as per KEMRI scheme of service. The successful candidate shall be based in Nairobi.

**REMUNERATION:** Compensation is negotiable within a relevant grade, based on educational levels, relevant experience and demonstrated competency.

**APPLICATION PROCEDURE:**

To apply for this post you must submit an application letter with all relevant academic documents and testimonials.

**All applicants are required to state their current/last salary.**

Candidates must supply an email and telephone contact that will be used when offering interviews. **Only shortlisted** candidates will be contacted. **Shortlisted** candidates shall be required to produce **ORIGINALS of their National Identity Card, academic and professional certificates, original transcripts and testimonials, detailed curriculum vitae during the interviews.**

Applications should be sent to: [directorcphr@kemri.org](mailto:directorcphr@kemri.org), not later than 5<sup>th</sup> February, 2019.

**KEMRI is an equal opportunity employer. *Direct or indirect* canvassing will lead to automatic disqualification. KEMRI does not charge a fee at any stage of the recruitment process (application, interview, meeting, processing, training or any other fees).**