Opening Date: August 6, 2020

Vacancy No. CGHR/148/07/20

Project: The Kenya Medical Research Institute in collaboration with the Liverpool School of Tropical Medicine conduct research activities related to malaria, HIV, tuberculosis and other diseases. The Anti-malarial Pregnancy Registry (APR) is a partnership co-led by the Medicines for Malaria Venture (MMV) and Liverpool School of Tropical Medicine (LSTM) to establish a pregnancy registry to help fill the data gap on the use of antimalarial medicines during pregnancy. This international partnership will involve local investigators, regulators, database management experts, pharmacovigilance experts, and others. The project has the following position to fill:

 POSITION: Principal Research Administrator (1 position) -- Job Group KMR 4

LOCATION: Homabay

Major Duties and Responsibilities

1. Be responsible for study set up:
   - The overall efficient day-to-day management of the study including obtaining all relevant approvals, budget management, center set up and recruitment.
   - Coordinate any protocol amendments.
   - Review/develop the study Case Record Forms (CRFs) and Standard Operating Procedures (SOPs), ensuring standardized methods are used.
   - Recruiting, training and supervising staff and creating reports for the investigator institution and funder.

2. Be responsible for the running of the study and supervise field activities
   - To ensure that the study is progressing as planned, producing meaningful output, and to predict and plan any changes that warrant requests for protocol amendments in collaboration with PIs and co-investigators.
   - To ensure adherence to regulatory and ethical requirements as well as study protocols and administrative requirements.
   - To liaise with the relevant Boards of Committee with a particular view on compliance with Research Governance, Good Clinical Practice, Data Protection and Ethical Requirements.
   - To ensure full and open communications with all stakeholders in the study so that full approvals are met, delegation of duties are appropriate, and resources are managed both internally and externally.
To ensure accurate documentation of all project activities, and to provide training and ongoing monitoring of field activities.
To contribute to the update of field standard operating procedures (SOPs) and general management of the project.
To work with the project team on the development of all documentation,
To plan and provide logistic support for meetings and work of the various groups and bodies associated with the study.
To organise monitoring of the study and address queries raised by study monitors and/or sponsor, in liaison with the PI and Co-Investigators.
To work closely with the data team to ensure data is received promptly from the site(s) and is of high quality.
To work closely with the study statistician to ensure data queries are resolved in a speedy fashion.
To maintain excellent relationships with the study participants and their communities.
Monitor and evaluate participant recruitment, retention, and completeness of data capture in collaboration with data team members. Provide regular feedback reports to the PIs and take immediate remedial action as and when required.
Plan and coordinate meetings for both internal project staff and external collaborators and visitors, in liaison with UK office.

Person Specification
For appointment to this grade, a candidate must have:-
  - Master’s degree in epidemiology, public health, nursing, pharmacology or biomedical sciences.
  - Written and verbal proficiency in English
  - Minimum of four years of work experience in a research institution/organization
  - Previous experience in the management of clinical studies or epidemiological research in poor resource settings
  - Proven experience working with MOH/county health on projects
  - Moderate level analytical skills and use of at least one statistical software package e.g. STATA, SPSS or SAS

Terms of Employment:
Employment is a one (1) year renewable contract with probation period for the first 3 months. Salary is negotiable within the appropriate KEMRI salary scale depending on education, experience and demonstrated competency.

Applications MUST include the following:
  - Letter of Application (indicate vacancy number)
  - Current Curriculum Vitae with daytime contact telephone number and e-mail address
  - Requirements of Chapter six(6) of the constitution.

Interested candidates who meet the above criteria are encouraged to send in their applications cghr@kemri.org no later than August 26,2020.
KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITED 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*