**Project description:** Typhoid carriage project- based at Mukuru informal settlement.

Cholera outbreaks caused by Vibrio cholerae are endemic in Kenya and the East Africa region. Cholera is spread through consumption of faecally contaminated water or food. Investigating the relationship between cholera occurrence in terms of dominant hotspots and various environmental and human factors associated with the hotspots is important for managing cases and preventing future outbreaks. In addition, we plan to study typhoid fever carriage and critical transmission pathways in the same area in order to devise management and control of these endemic infections.

**Position:** Project Operations Manager/Accountant (1 position) KMR 6  
**Location:** NAIROBI  
**Reporting to:** Study Principal Investigator

**Job purpose**  
Provide overall project management and leadership and support to the laboratory teams and ensure participants are managed well as per the study protocol and Standard Operating Procedures (SOPs)

**Responsibilities**
- Provide leadership, training, mentoring and guidance to project staff in all aspects of project orientation to ensure compliance with protocols and guidance documents
- Participate in participant review and care, and in all study procedures as guided by study protocols
- Develop study relevant SOPs and manuals to guide study personnel in project management;
- Oversee all procurement, delivery and maintenance of materials for clinical, field and laboratory personnel performing study specific tasks and procedures in field and laboratories
- Act as liaison between investigators, participants and staff
- Ensure that clinic, field and laboratory procedures relating to the safe-keeping and confidentiality of source documents and the tracking of samples use permissions are followed and maintained;
- Maintain routine book of accounts for the project including the income and expenditure
- Perform other job-related duties as requested or required for the project.

**Education and Professional training**
- At least a Bachelor’s degree in Business studies or related courses in relevant specialization
- At least CPA Part I or equivalent

☐ **Competencies**
- Good IT skills
- Team player
- Excellent communication skills
- Highly organized
- Basic accounting skills

**Terms of Employment**

Employment is on 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

d) Must include a copy of Certificate of good conduct

e) Must have KRA Certificate of Tax compliance

f) Must have Clearance Certificate from HELB

A zipped folder containing a duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent to: projectpositions@kemri.org and copied to kemrityphi@gmail.com not later than **23rd June, 2020**. The email should be titled "KEMRITYphi application". After sending this email, you will receive a link and instructions to a database where you will upload all documents and testimonials.

**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 those shortlisted will be contacted.