



KENYA MEDICAL RESEARCH INSTITUTE

A KEMRI –CCR Clinical Trials Research Project is currently conducting Clinical Trials and is looking for motivated individual to fill in the following position:

Position: Clinic Assistant/ Receptionist KMR 9 (1 position)

Location: Nairobi

Reports to: Study Coordinator.

JOB PURPOSE

To ensure that the front office is functioning in an effective and efficient manner

RESPONSIBILITIES

- Maintains cleanliness and order of the front office
- Answers telephone and receives visitors and participants
- Sorts and distributes incoming mail and deliveries
- Delivers items to other departments.
- Schedules and reschedules participants
- Maintains visitors book and clinic diary
- Maintains routine clerical records, logs and data and compiles routine reports
- Maintains order and security at the front office by noting incoming and outgoing traffic.
- Any other duties assigned by supervisor

Education and Professional training

- Kenya Certificate of Secondary Education or its equivalent qualifications from a recognized institution.
- Certificate in front office Management.

Competencies

- Good customer service skills
- Knowledge of office telephone etiquette
- Team player
- Highly organized
- Working knowledge of IT skills

Experience

Three years' experience in front office management

Terms of employment

Employment is 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.

A duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent to: phrdrecruit@pipsthika.org not later than **September 7, 2020**.

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 short listed candidates will be contacted.