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 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.