VACANCY ANNOUNCEMENT

The Kenya Medical Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya and as currently established and dully accredited to continue to operate as such under the Science Technology and Innovation Act, 2013 as the national body responsible for carrying out research in human health in Kenya. KEMRI’s vision is “to be a leading centre of excellence in human health research” and its mission is “to improve human health and quality of life through research, capacity building and service delivery”.

KEMRI seeks to recruit dynamic, innovative and experienced persons to fill the following positions:

1. SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GROUP KMR 5 – 1 POSITION

a) Job Specification

The duties and responsibilities of the officer at this level will entail:

i. Developing documentation of computer programs and drawing up hardware specifications according to instructions;

ii. Analyzing, designing, coding, testing and implementing computer programs and security systems;

iii. training and giving support to users on effective and efficient use of ICT facilities;

iv. maintaining up to date equipment maintenance register;

v. installing, configuring and monitoring Local Area Network and Wide Area Network components;

vi. updating and maintaining the Institute’s website;

vii. Performing regular data and application backups; and

viii. Mentoring staff.
b) Person Specification

For appointment to this grade an officer must have: -

i. At least four (4) years relevant work experience;

ii. Bachelor’s Degree in any of the following disciplines: - Information Technology, Computer Science, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution;

iii. Proven experience with programming, web and portal development skills as an added advantage.

iv. Proven experience in Microsoft NAV development as an added advantage.

v. Proven experience in mobile apps development as an added advantage.

vi. Professional certification such as CCNP, CCNA, MCSE, MCSA, MCSD, N+, A+ Oracle, CEH, CISSP, CISM, Linux+, Network+, Microsoft Certified IT Professional (MCITP) or any other equivalent certification from a recognized Institution;

vii. Supervisory course lasting not less two (2) weeks from a recognized institution;

viii. Demonstrated work performance and results; and

ix. Fulfil the requirements of Chapter Six (6) of the Constitution (Documents to be availed for shortlisted candidates during interviews).

c) Key Skills and Competencies

i. Analytical Skills

ii. Supervisory Skills

iii. Planning skills

iv. Communication and reporting skills

v. Interpersonal skills

vi. Team work

2. INTERNAL AUDITOR, JOB GROUP KMR 6 – 2 POSITIONS

a) Job Specification

The duties and responsibilities of the officer will entail:-

i. Undertaking audit assignments in line with the approved audit work plan to confirm the adequacy and effectiveness of governance, risk management and control;

ii. Performing substantive and compliance testing of accountable records and documents and prepare working papers;

iii. Providing input in preparation of audit reports for audit engagements executed;

iv. Assisting in evaluating progress and effectiveness of action taken to implement audit recommendations received from internal and external audits; and
v. Assisting in establishing a follow up mechanism on recommendations received from all internal and external audits.

b) Person Specification
For appointment to this grade, an officer must:

i. Bachelor’s degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent qualification from a recognized Institution;

ii. Passed Part II of Certified Public Accountants (CPA II) Examination or its recognized equivalent;

iii. Proficiency in computer applications; and

iv. Fulfil the requirements of Chapter Six (6) of the Constitution.

c) Key Skills and Competencies

i. Ethical in character and possess high integrity

ii. Strong interpersonal skills

iii. Good communication skills

3. ACCOUNTANT, JOB GROUP KMR 6 – (1 POSITION)

This is the entry and training grade for Accountants. The Accountant will work under the guidance and supervision of a senior officer.

a) Job Specifications
The duties and responsibilities will entail:

i. Preparing payment vouchers as well as revenue vouchers and submit for processing in accordance with the laid down rules and regulations;

ii. Maintaining registers of documents received by and dispatched from the department;

iii. Issuing receipts for monies received;

iv. Filling payments and receipt vouchers and ensure safety of accounts files;

v. Filing simple statutory returns with relevant institutions;

vi. Entering in the system entries relating to revenues and expenses; and

vii. Maintaining primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports e.g. imprest and expenditure returns.
b) Person Specifications

For appointment to this grade, a candidate must have:-

i. Bachelor’s degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) or its equivalent qualification from a recognized institution;

ii. Certified Public Accountants (CPA) Part II or its equivalent;

iii. Proficiency in computer applications; and

iv. Fulfilled the requirement of Chapter Six (6) of the Constitution.

c) Key Skills and Competence

i. Proficiency in IT

ii. Planning skills

iii. Analytical skills

iv. Communication and reporting skills;

v. Interpersonal skills;

vi. Team player and

vii. Ethical and integrity

4. SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP KMR 6 -(1 POSITION)
a) Job Specification

Duties and responsibilities will entail:-

i. Taking part in reviewing tenders notices;

ii. Taking part in reviewing notices of award/regrets and tender acceptance process;

iii. Taking part in the compiling and evaluation of tenders;

iv. Taking part in the formulation of the supplies, procurement and inventory manuals training and development of staff;

v. Safeguarding of tenders, quotations and request for proposals;

vi. Preparing tender and contract documents; reviewing tender advertising notices; and

vii. Implementing an e-procurement vision plan.

b) Person Specification

For appointment to this grade, an officer must have:-

i. Bachelor’s degree in any of the following: Purchasing and Supplies Management, Business Administration (Supply Chain Management Option), Procurement and Logistics, Commerce (Supplies Management Option), or any other equivalent and relevant qualification from a recognized institution

ii. Membership to Kenya Institute of Supplies Management (KISM);

iii. Proficiency in computer application; and
iv. Fulfil the requirements of Chapter Six (6) of the Constitution

c) Key Skills and Competencies

i. Planning skills
ii. Good communication and reporting
iii. Interpersonal and negotiation skills
iv. Team player
v. Ethical

Terms of Employment: Employment is for one (1) year contract, as per KEMRI Human Resource policy and Procedures Manual with a probation period for the first three (3) months.

All the applications to be done through KEMRI Website www.kemri.org/careers

E-Recruitment Portal on or before 11th May 2021 latest 5.00 p.m.

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 shortlisted candidates will be contacted