



In search of Better Health

KENYA MEDICAL RESEARCH INSTITUTE

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Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya and as currently established and dully accredited to continue to operate as such under the Science Technology and Innovation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. CLINICAL RESEARCH SCIENTIST, KMR 5 – 1 POSITION

This is the entry and training grade in this cadre. An officer at this level will work under guidance and supervision of a senior officer.

a) Job Specifications

The duties and responsibilities will entail: -

- i. Implementing pre-clinical and clinical research projects and/or supervise designated aspects of the work;
- ii. General diagnosis, care, treatment and provision of specialized clinical care for study participants;
- iii. Assist in carrying out fieldwork and pre-clinical and clinical experimental procedures;
- iv. Carry out experimental and/or developmental work;
- v. Contributing to interpretation and validation of results
- vi. Conduct community diagnosis, care and treatment during Corporate Social Responsibility (CSR) activities;
- vii. Assist in organization of the internal scientific seminars;

- viii. Guiding visiting scientific students /students on attachment
- ix. Maintaining the scientific pre-clinical and clinical facility

b) Person Specifications

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

- i. Bachelor's degree in any of the following fields;- Medicine and surgery, Dentistry or equivalent qualifications from a recognized Institution;
- ii. Proficiency in computer application; and
- iii. Fulfil the requirements of Chapter Six of the Constitution

c) Key Skills and Competences

- i. Planning and Organizational skills;
- ii. Communication and reporting skills;
- iii. Interpersonal skills;
- iv. Creativity and Innovativeness;
- v. Critical thinking skills
- vi. Team player.

2. SENIOR NURSING OFFICER, JOB GROUP KMR 5 - 1 POSITION

a) Job specifications

Duties and responsibilities at this level will include:

- i. Taking part in developing and implementing nursing care policies related to research activities;
- ii. promoting innovation, creativity and excellence in nursing activities in the Institute;
- iii. Ensure implementation of nursing care and services required by the various diverse research teams within the Institute;
- iv. Spearhead patient\client Centredness' practices within the research environment;
- v. Monitoring and evaluating nursing activities to ensure compliance with prevailing guidelines and statutory requirements;
- vi. Ensuring performance contracting for the unit and capacity building by appraising nursing staff;
- vii. participating in scientific meetings;
- viii. reviewing and approving Standard Operating Procedures (SOPs);
- ix. establishing staff training needs and recommending training programs; and
- x. Coach and mentor nursing staff.

b) Person specifications

For appointment to this grade, an officer must have:

- i. At least four(4) years relevant work experience;
- ii. Bachelor's degree in Nursing, public health, Psychology or any other equivalent qualification from a recognized institution;
- iii. Master's degree in Nursing disciplines, public health, health management, epidemiology or any other equivalent qualification from a recognized institution will be an added advantage;
- iv. Registration Certificate issued by the Nursing Council of Kenya;
- v. Valid Practising Licensing from Nursing Council of Kenya;
- vi. Supervisory Course not lasting less than two (2) weeks from a recognized institution;
- vii. Proficiency in computer application;
- viii. Demonstrated work performance and results; and

c) Key Skills and Competencies

- i. Analytical skills.
- ii. Strong communication and reporting skills.
- iii. Strong managerial skills and ability to lead teams.
- iv. Mentoring and coaching skills.
- v. Interpersonal and negotiation skills.
- vi. Team player.

3. CLINICAL OFFICER, JOB GROUP KMR 8 – 1 POSITION

This is the entry and training grade in this cadre. An officer at this level will work under guidance and supervision of a senior officer.

a) Job Specifications

The duties and responsibilities of the officer will entail: -

- i. Take history from patients Carry out clinical services and procedures.
- ii. Document all aspects of patient care and maintain accurate and complete medical records
- iii. Collect, prepare and store research samples and specimen;
- iv. Filling case report forms;
- v. Data Collection and involvement in field activities;

b) Person Specifications

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

- i. Diploma in clinical medicine;
- ii. Registration Certificate from the Clinical Officers' Council;
- iii. Membership to a relevant professional body;
- iv. Proficiency in computer application skills; and
- v. Fulfil the requirements of Chapter Six of the Constitution

c) Key Skills and Competencies

- i. Communication and reporting skills
- ii. Interpersonal skills
- iii. Team player

4. REGISTERED NURSE, JOB GROUP KMR 8 – 2 POSITIONS

a) Job specifications:

This is the entry and training grade for Diploma holders in this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will include:

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing care interventions based on patients'/clients' health needs;
- iii. Ensuring infection prevention control providing appropriate healthcare services,
- iv. Including, administration of medication,
- v. Providing health education and
- vi. Counselling on identified health and socio-economic needs to patients/clients;
- vii. Referring patients and clients appropriately;
- viii. Ensuring a tidy and safe clinical environment; and
- ix. Ensuring safe custody of the nursing equipment and nursing records.

b) Person Specifications

- i. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Nursing, Kenya Registered Midwifery, Nursing/Midwifery, Nursing/Mental Health and Psychiatry or any other equivalent qualification from a recognized institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya;

- iii. Valid Practising Licensing from Nursing Council of Kenya;
- iv. Proficiency in computer application skills from a recognized institution; and
- v. Fulfill the requirements of Chapter Six of the Constitution

c) Key Skills and Competencies

- i. Organisational Skills
- ii. Communication Skills
- iii. Interpersonal skills
- iv. Team player

5. 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

6. SENIOR SUPPLY CHAIN MANAGEMENT ASSISTANT, JOB GROUP KMR 7 - (1 POSITION)

a) Job Specification

Duties and responsibilities will entail:

- i. taking part in sourcing, supplier evaluation/rating, inviting offers, negotiations and contracting;
- ii. taking part in compiling and evaluation of Tenders;
- iii. drafting communication of outcomes of procurement evaluations and service delivery;
- iv. drafting of procurement and disposal programs, plans, strategies and budgets; inspecting utilization and stock of supplies;
- v. providing support to end users on procurement guidelines; reviewing of tender and contract documents;
- vi. preparing tender opening minutes and register;
- vii. safeguarding of tender documents and coding samples;
- viii. reviewing preparation of technical specifications; reviewing of tender and contract documents before approval;
- ix. undertaking research to support procurement decisions;
- x. implementing procurement plans and processing requisitions;
- xi. mentoring and guiding procurement personnel; drafting bid awards;
- xii. drafting tender advertising notices; and
- xiii. Verifying payment documents for goods and services delivered to the Institute by suppliers.

b) Person Specification

For appointment to this grade an officer must have:-

- i. Minimum of four (4) years relevant work experience;
- ii. Diploma in Purchasing and Supply Chain Management or any other equivalent qualification from Chartered Institute of Purchasing and Supplies or any other recognized institution.
- iii. Membership to Kenya Institute of Supplies Management (KISM);
- iv. Demonstrated work performance and results;
- v. Proficiency in computer application; and
- vi. Fulfill the requirements of Chapter Six (6) of the Constitution

c) Key skills and Competencies

- i. Problem solving and analytical skills
- ii. Strong Interpersonal and negotiation skills
- iii. Professionalism
- iv. Ethical

- v. Strong communication and reporting skills
- vi. Attention to detail and quality orientation skills

7. LEGAL OFFICER JOB GROUP KMR 6 - (1 POSITION)

a) Job Description

This will be the entry and training grade for these legal officers. An officer at this level will work under direct supervision of a senior officer.

Duties and responsibilities at this level will entail:-

- i. Reviewing and verifying documentation vis-à-vis historical information contained in individual case files;
- ii. Obtaining information required on case files and communicating to the supervisor;
- iii. Identifying legal and compliance risks;
- iv. Compiling contract documentation for preparation and related documents for the Institute.
- v. Drafting of legal opinions;
- vi. Undertaking such assignments as may be assigned by immediate supervisor;

b) Person Specifications

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

- i. Bachelor of Law degree from a recognized institution;
- ii. Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- iii. Admitted as an Advocate of the High Court;
- iv. Valid practicing certificate;
- v. Proficiency in computer application; and
- vi. Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Skills and Competence

- i. Strong communication and reporting skills
- ii. Interpersonal and negotiation skills
- iii. Integrity
- iv. Team player

8. SENIOR LEGAL ASSISTANT, JOB GROUP KMR 7 - (1 POSITION)

a) Job Specification

- i. Assists in planning for Board meetings and Board committee meetings;
- ii. Assist in administration of the Board packs/ (Electronic Board Portal) and document dissemination from management to the Board and Board committees;

- iii. Assist in coordinating the collection, review and quality assurance of all documentation and materials sent from management to the Board, Board committees.
- iv. Assist Maintaining the corporate record;
- v. Ensuring that Board notices, minutes, papers are accurately filed;
- vi. Organizing, supporting, and record keeping (including research, preparation for and of all corporate record minutes) for the Board and Board committees;
- vii. Ensuring effective corporate governance and maintaining a roster of all current Board members and their skill sets;
- viii. Ensuring the timely delivery of Board meeting and Board committee meetings materials;
- ix. Assist in payment of Board expenses and allowances and coordinating Board field visits;
- x. Ensuring that key governance/company secretarial matters are clearly identified brought to the attention of the Corporation Secretary and Director, Legal Services.
- xi. Undertaking such assignments as may be assigned by immediate supervisor;

b) Person Specifications

- i. At least four(4) years relevant work experience;
- ii. Diploma in Legal studies or its equivalent from a recognized institution.

OR

Passed Part III of Certified Public Secretaries (CPS III) Examination or its recognized equivalent;

- iii. Proficiency in computer application; and
- iv. Fulfill the requirements of Chapter Six of the Constitution.

c) Key Skills and Competencies

- i. Interpersonal skills
- ii. Communication skills
- iii. Integrity
- iv. Team player

9. CORPORATE COMMUNICATIONS OFFICER, JOB GROUP KMR 6 - (1 POSITION)

This is the entry and training grade for graduate Officers in this cadre. An officer at this level will work under the guidance and supervision of a senior officer.

a) Job Specifications

- i. Creating awareness to the public on the Institute's activities, services and products that ensures continuous flow of information about events and activities for public participation and engagement.
- ii. Conduct educational and official visits in the institute through orientation within the Institute's laboratories to offer guidance on relevant areas of interest to ensure the clients satisfaction and maintain good relationships.
- iii. Circulate official communication to all members of staff through the corporate email to enhance internal communication and coordinate institute activities.
- iv. Facilitate conferences, seminars and workshops through registration of participants and attending to visitors to ensure their needs are met and the events objectives are achieved.
- v. Prepare and maintain up to date research, corporate and financial publications, to ensure proper maintenance and safety for reference.
- vi. Serve as a representative for the department in International Institutional for Standardization (ISO) matters by attending institutional meetings and ensuring implementation by colleagues for continuous improvement of professional standards.
- vii. Handle customer inquiries through phone calls, personal visits and emails to ensure customer satisfaction on service delivery.
- viii. Organize corporate social responsibility activities by preparing the annual calendar of events and participation to ensure positive publicity and good reputation of the Institute.

b) Person Specifications

For appointment to this grade, an officer must:

- i. Bachelor's Degree in any of the following; Mass Communication, Journalism, Public Relations, International Relations, or any other equivalent qualifications from a recognized institution
- ii. Membership to Professional body such as Public Relations Society of Kenya (PRSK), Media Council of Kenya (MCK) or Kenya Union of Journalists(KUJ); Marketing Society of Kenya (MSK) where applicable.
- iii. Proficiency in computer applications; and
- iv. Fulfil the requirements of Chapter Six (6) of the Constitution.

c) Key Skills and Competencies

- i. Organizational skills
- ii. Team building
- iii. Negotiation skills

- iv. Interpersonal skills
- v. Organizational skills

10. SENIOR CORPORATE COMMUNICATION ASSISTANT, JOB GROUP KMR 7(1 POSITION)

a) Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Participating in organizing corporate events;
- ii. Participating in arranging information, education and communication materials;
- iii. Participating in implementing corporate social responsibility programs; and
- iv. Participating in handling complaints in the Institute.

b) Person Specifications

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

- i. At least four(4) years relevant work experience;
- ii. Diploma in any of the following: Mass Communications, Communication Studies, Public Relations, Journalism, International Relations, Graphic Design or any other approved equivalent qualifications from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. Fulfil the requirements of Chapter Six (6) of the Constitution.

c) Key Skills and Competence

- i. Communicational Skills
- ii. Organizational skills
- iii. Interpersonal skills
- iv. Team player

11. HUMAN RESOURCE MANAGEMENT OFFICER, JOB GROUP KMR 6 - (1 POSITION)

This is the entry and training grade for this cadre for graduate employees. An officer at this level will work under guidance and supervision of a senior officer.

a) Job Specifications

The duties and responsibilities will entail:-

- i. Verifying information relating to recruitment and performance appraisal;
- ii. Assisting in payroll administration;
- iii. Assisting in updating human resource records in an accurate and timely manner;
- iv. Drafting correspondences;

- v. Processing, monitoring employee leave records and ensuring timely reports;
- vi. Assisting human resources in recruitment and performance appraisal;
- vii. Liaising with the insurance, pension, medical providers; and
- viii. Assisting in coordinating health and safety programs, HIV/AIDS Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse.

b) Person Specification

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

- i. Bachelor's Degree in Human Resource Management, Human Resource Development, Human Resource Planning, Education, Public\Business Administration, Commerce (HR Option), Government or any other relevant qualification from a recognized Institution.
- ii. Membership to Institute of Human Resource Management (IHRM).
- iii. Proficiency in computer application skills ; and
- iv. Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Skills and Competencies

- i. Planning skills
- ii. Analytical skills
- iii. Communication and reporting skills
- iv. Interpersonal skills
- v. Team player

12. HUMAN RESOURCE MANAGEMENT ASSISTANT, JOB GROUP KMR 8 - (1 POSITION)

This is the entry grade for this grade. The Officer will work under the guidance and supervision of a senior officer.

a) Job Specifications

Duties and responsibilities at this level will entail:

- i. Verification of information relating to recruitment, Appointment, transfers, Human Resource Management records and complements control;
- ii. Drafting of quarterly and annual performance contract reports;
- iii. Updating and maintaining recruitment, selection and training documents; and
- iv. Updating of the retirement benefits, medical, GPA and Group life schemes.
- v. issuing personal particulars forms and official secrets declaration forms to newly recruited staff;
- vi. keeping bio data for newly employed staff;
- vii. acquiring and distributing staff employment cards; and
- viii. collecting and collating data for training needs analysis;

b) Person Specifications

For appointment to this grade, an officer must have:

- i. Diploma in any of the following disciplines; Human Resource Management, Personnel Management, Human Resource Development, Industrial Relations, Labour Relations or any other relevant and equivalent qualification from a recognized institution.
- ii. Membership to Institute of Human Resource Management (IHRM).
- iii. Proficiency in Computer applications; and
- iv. Fulfil the Requirement of Chapter six of the Constitution.

C) Key Skills and Competencies

- i. Planning skills
- ii. Communication and reporting skills
- iii. Interpersonal skills
- iv. Team player

Terms of Employment: A six (6) months 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 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 shortlisted candidates will be contacted