



KENYA MEDICAL RESEARCH INSTITUTE

EXTERNAL ADVERTISEMENT

KEMRI–CCR PHRD (Thika) clinical trials Project is currently looking for motivated individuals to fill in the following vacant position:

Position: Project Data Officer: KMR 6

Location: Nairobi

Reports to: Data Manager

JOB PURPOSE

To assist in the daily running of data management systems, installation and maintenance of computer hardware, software and networks.

RESPONSIBILITIES

- Conduct routine data quality/control audit controls on study generated data.
- Perform data quality and control procedures.
- Compile data, clean, transcribe onto database and submit data reports to research investigators.
- Coordination of various ancillary studies on site
- Preparing daily and weekly reports
- Installing and configuring computer hardware, software systems, networks, printers, and scanners.
- Ensure technology is accessible and equipped with current hardware and software.
- Trouble shoots all technology issues including hardware, software, and network operating system.
- Designing, improving, and updating live databases for long term data storage and back-ups.
- Scanning and filing of records, archive systems in accordance with department procedures.
- Provide training and orientation to new users and staff on various technologies.
- Training staff on guidelines, policies, and procedures.
- Any other duties assigned by Supervisor.

Education and Professional training

- A holder of a bachelor's degree in Computer Science, Mathematics, Statistics, or a related field(s) connected to data management studies.
- Professional certification in courses on analytic skills and database management.
- One year of relevant experience is added advantage.

Competencies

- Data management and a well rooted individual in statistical analysis skills.
- Good communication skills- both written and oral.
- Skills in database development.

Experience

- At least one year experience in a data entry/data management role.
- Very good IT or statistical skills will be an added advantage.

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
- g) Must have credit reference Bureau Certificate

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 **7th July,2021**.

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.