Centre for Microbiology Research  
KEMRI- RCTP  

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Opening Date: 29th July, 2021

Background Information:
The Kenya Medical Research Institute (KEMRI), in Collaboration with the University of California, San Francisco through a CDC funded grant is setting up a new study, TB-COVID study, aimed at assessing the impact of the COVID-19 pandemic on TB morbidity and mortality in Kisumu County. The study will be conducted in Kisumu County and is seeking for a self-motivated and proactive individual to fill the vacancies below:

1. Position: Project Coordinator (1 Position) KMR/ 5 Vacancy No. FN-031-07-2021
   Reports to: Co- Principle Investigator
   Locations: Kisumu
   Duration: A renewable one year contract, as per KEMRI scheme of service. The first three months being probation period.

Qualifications:
- A Master’s Degree in a health-related field with qualifications in public health or a related discipline preferred
- Bachelor of Science or an equivalent Degree in Medicine, Nursing, Public Health or relevant field
- Experience with community-based research for public health or clinical studies preferred
- Knowledge on TB/COVID-19 epidemiology will be an added advantage
- Prior leadership experience managing research teams preferred

Duties and Responsibilities:
- Provide management oversight to the project and ensure it is in line with the approved protocol and work plan;
- Coordinate implementation of all components of the study protocol at the site level
- Provide technical support for all study components
- Ensure compliance to protocol and procedures for all study components
- Oversee participant recruitment, follow-ups and communications
- Maintain all documents related to participant recruitment and consent, data collection and management
- Oversee collection and management of data for all study components by research staff
- Assist with administrative needs of research study, including procurement of supplies
- Establish and monitor study plans, schedules, work hours, budgets and expenditures
- Document and follow up on important actions and decisions from meetings
- Assist in training, supervision and mentorship of the Kenya-based research staff
- Represent the TB-COVID project management and build strong cross-functional relationships with government authorities and other partners;
- Communicate on a regular basis with the project team on the progress of the overall project and related issues;
- Organize and participate in study meetings (in-person, internet conference calls)
- Assist with dissemination of study findings
- Act as liaison between investigators, participants and staff.
**Other required skills:**
- Exceptional verbal and written communication skills
- Ability to work effectively independently and as part of a team
- Ability to effectively handle multiple priorities and organize workload
- Excellent time and resource management skills
- Ability to work with tight timelines and meet deadlines
- Ability to manage and supervise a multi-disciplinary team
- Ability to plan, initiate, coordinate and enforce protocols, policies and procedures
- High level of computers proficiency
- Flexibility to work non-business hours; being available for calls outside of business hours due to time differences between the U.S. and Kenya

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**2. Position: Research Assistants (8 Positions) KMR/7 Vacancy No. FN-031-07-2021**

**Reports to: Project Coordinator**

**Locations: Kisumu**

**Duration:** A renewable one year contract, as per KEMRI scheme of service. The first three months being probation period.

**Qualifications:**
- Diploma in Nursing, Public Health, Sociology, Community Health & Development; Social Work, Counselling or any other relevant health/social sciences required. Bachelor’s Degree qualification in the related field preferred
- Experience with community-based research for public health or clinical studies preferred
- Experience with research studies or programs on TB/COVID-19 will be an added advantage
- Training and experience in conducting quantitative surveys preferred

**Duties and Responsibilities:**
- Implement all components of the study protocol at the site level
- Ensure compliance to protocol and procedures for all study components
- Explaining the study to and recruiting eligible participants for the study
- Administering informed consent and enrolling eligible participants
- Administering baseline assessments surveys for participants recruited into the study
- Assist in sample collection for SARS-CoV-2 screening
- Regularly monitoring participants progress as per the study protocol
- Conduct routine follow up visits and assessments of the participants during the study period
- Conduct contact tracing for close contacts of all TB and COVID-19 cases confirmed
- Ensure completeness of all data collected
- Participate in study meetings (in-person, internet conference calls)
- Assist with dissemination of study findings
- May perform other project related duties as requested or required

**Other required skills:**
- Exceptional verbal and written communication skills
- Fluency in English, Kiswahili and Dholou required
- Ability to work effectively independently and as part of a team
- Ability to effectively handle multiple priorities and organize workload
- Excellent time and resource management skills
- Ability to work with tight timelines and meet deadlines
- Ability to work as part of a multi-disciplinary team
- High level of competency in Microsoft applications including Word, Excel, and Outlook
- Must be willing to work in informal and low-income settlement
- Flexibility to work non-business hours; being available for calls outside of business hours due to time differences between the U.S. and Kenya
Applications should include the following:

- Letter of application (Indicate Vacancy Number) and date available to start working for the study
- A current CV including email and mobile phone contact
- Name and phone number for two professional referees
- Two letters of recommendation
- A copy of the latest pay slip (if applicable)
- Copies of academic and professional certificates

**Application Method**

Applications to be done through the email hrrcip@kemri-ucsf.org later than 18th August, 2021.

(Indicate Position & Vacancy Number as the subject of your Email)

KEMRI or any of its programs, Studies or Projects does not solicit for Money or any form of reward for a Job applicant to be considered for employment. Any such requests should be immediately reported to the HR department. Canvassing will lead to automatic disqualification.

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY.

Only short-listed candidates will be contacted.