



## VACANCY ANNOUNCEMENT

**Opening date:** 22 December 2017

**Vacancy No:** CGHR/26/12/2017

**PROGRAM DESCRIPTION:** The Kenya Medical Research Institute, Center for Global Health Research (KEMRI/CGHR) has a mandate to conduct research in Malaria, HIV and other diseases. It is in this mandate that the HIV Implementation Science and Services (HISS) program has a vacancy in the HIV Incidence Study.

**POSITION:** Data Clerk (6 Positions) MR4

**LOCATION:** Gem sub-County

**REPORTS TO:** Study Coordinator

### ESSENTIAL REQUIREMENTS:

- ☐ O-Level secondary education with a minimum grade of a C-
- ☐ Must be willing to be a resident of Gem
- ☐ Good English and Luo language, both spoken and written
- ☐ Experience in data collection using electronic gadgets
- ☐ Experience in using/completing Health Facility registers is an added advantage

### JOB DESCRIPTION

The Data Clerk will report directly to the Study Coordinator and will be responsible for consenting potential study participants and digitizing data from health facility registers.

### Skill, knowledge and Abilities

- Consent study participants
- Collect accurate and complete data using electronic data collection system
- Must be able to communicate effectively with clients of Ante-natal care clinic
- Ability to prepare biological samples for transportation to the laboratory
- Be a team player

### Specific Tasks and Responsibilities

The Data Clerks' responsibilities shall include and not be limited to the following:

- Consent study participants
- Digitize data from health facility registers
- Complete study forms accurately and completely
- Communicate with the Study Coordinator on field issues
- Ensure that one has requisite supplies in good time
- Attend study field meetings and report on progress of work
- Be courteous, respectful, proactive, conscientious, punctual, honest and hardworking
- Complete any other duties assigned or delegated by the study management.

**TERMS OF EMPLOYMENT:**

A ten months fixed term contract, with negotiable salary within the appropriate grade depending on education, experience and demonstrated competency.

**Applications MUST include the following:**

- ☐ Letter of Application (**Indicate vacancy Number**)
- ☐ Current Curriculum Vitae with telephone number and e-mail address
- ☐ Contacts of three referees i.e., **telephone numbers and e-mail addresses**
- ☐ Copies of Certificates,
- ☐ Day time contact telephone number

Note: Applications must include copies of certificates & national ID, applications without this will be disregarded.

**Due no later than:** 12<sup>th</sup> January 2018

To: Human Resource Manager, KEMRI/CGHR Program, P.O. Box 1578, Kisumu.

***THE KEMRI PROGRAM IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE A FEE AT ANY STAGE OF ITS RECRUITMENT PROCESS INCLUDING, APPLICATION, INTERVIEW MEETING AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH A REQUEST IMMEDIATELY TO: 0701112145***

**Only short listed candidates will be contacted**