



KENYA MEDICAL RESEARCH INSTITUTE

Opening date: 24th March 2022

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Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya, Science Technology and Innovation Act, 2013 and currently under KEMRI Order 2021 as the national body responsible for carrying out research in human health research 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 a dynamic, innovative and experienced person to fill the following:

1. OFFICE ATTENDANT, JOB GROUP KMR 12 (1 POSITION) – CHOLERA PROJECT

This is the entry and training grade for this cadre. An Officer at this level will work under the guidance of a Senior Officer.

Job Purpose

The job holders are responsible for collecting and delivering mail, maintaining cleanliness of offices supervising by outsources cleaning service providers and tea services. The job holder may be deployed as kitchen attendants, garden attendants and patient attendants among other semi-skilled jobs.

b) Functions

- i. Attend to general routine office services
- ii. Perform messengerial duties
- iii. Perform cleaning services
- iv. Collection and disposal of general waste

- v. Ensure tidiness of the working environment
- vi. Provide specifications for cleaning materials and equipment
- vii. Oversee of cleaning services offered by outsources cleaning services
- viii. Keeping safe custody of cleaning materials and equipment
- ix. Dispatch letters, files and other documents

(c) Person Specifications

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

- i. Kenya Certificate of Secondary Education Mean Grade D or any other equivalent qualification from a recognized institution
- ii. Proficiency in computer application
- iii. Fulfil the requirements of chapter six (6) of the Constitution

(d) Competencies

- Interpersonal skills
- Public Relations Skills
- Excellent Communication and people skills in both English and Kiswahili
- Highly organized
- Ability to work without supervision

(e) Terms of employment

Employment is 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.

The following will be required during the interviews: - Certificate of good conduct, Higher Educations Loans Board compliance certificate, KRA Tax compliance certificate, Credit Reference Bureau clearance certificate, Ethics and Anti-Corruption Commission clearance.

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.

Kindly attach your CV, signed cover letter, copies of certified academic and professional certificates, testimonials and other relevant documents.

A duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent projectpositions@kemri.org with a copy to ddrtkemri@gmail.com not later than **13th April 2022 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 short-listed candidates will be contacted.