

KENYA MEDICAL RESEARCH INSTITUTE

REPLACEMENTS

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Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya operated under the Science Technology and Innovation Act, 2013 as the national body responsible for carrying out research in human health in Kenya. Currently KEMRI operates under Legal Notice No. 35 of March 2021, the 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, innovation and service delivery*”.

KEMRI seeks to recruit dynamic, innovative and experienced persons to fill the following positions:-

Terms of Service: The appointment is on permanent and pensionable terms.

1. CLINICAL OFFICER, JOB GROUP KMR 8 – (4 POSITIONS – CIPDCR - BUSIA, CCR - NAIROBI, CGHR - KISUMU, CGMR(C) – KILIFI)

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

a) Job Specifications

The duties and responsibilities at this level 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

c) Key Skills and Competencies

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

2. CLINICAL PSYCHOLOGIST, JOB GROUP KMR 6 - (1 POSITION- CCR - NAIROBI)

a) Job Specifications

The duties and responsibilities at this level will entail:- -

- i. Identifying psychological, emotional or behavioural issues;
- ii. Diagnose psychological, emotional or behavioural disorders;
- iii. Develop and implement treatment plans and therapeutic processes;
- iv. Help clients define goals and plan action to achieve personal, social, educational and vocational development and adjustment;
- v. Monitor client progress through regular meetings or sessions;
- vi. Conduct research in clinical psychology.

b) Person Specifications

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

- i. Bachelors' degree in any of the following field: Clinical Psychology, Medical Psychology or any other relevant qualification from a recognized institution;
- ii. Professional qualification and membership;
- iii. Proficiency in computer application;

c) Key Skills and Competencies

- i. Planning and organization skills
- ii. Listening Skills
- iii. Communication and reporting skills
- iv. Interpersonal skills
- v. Team player

3. ENGINEERING TECHNOLOGIST JOB GROUP KMR 8 (1 POSITION)

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

a) Job Specifications

The duties and responsibilities at this level will entail:-

- i. Installing, inspecting and testing installations in the institute;
- ii. Preparing repair and maintenance schedules in the relevant sections for institute infrastructure, installations and equipment;
- iii. Operating, maintaining and servicing Plant, vehicles, equipment, roads, buildings, plumbing and drainage systems in the institute;
- iv. Operation, repair and maintenance of institute utilities;
- v. Operating plant and equipment.

b) Person Specifications

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

- i. Diploma in any of the following fields: Electrical/Electronics, biomedical, Mechanical, Civil Engineering, Building and Construction, Architecture or other relevant field from a recognized Institution;
- ii. Proficiency in computer application;

c) Key Skills and Competencies

- i. Communication and reporting skills
- ii. Interpersonal skills
- iii. Teamwork skills
- iv. Integrity

4. LABORATORY ANALYST -JOB GROUP KMR 6 - (2 POSITIONS- CRDR, CPHR – NAIROBI)

a) Job Specifications

The duties and responsibilities at this level will entail:-

- i. Receiving and scrutinizing laboratory requisition forms/specimens;
- ii. Preparing clients for collection of specimens;
- iii. Receiving/collecting, labeling and registering patient's specimens;
- iv. Preparing laboratory reagents;
- v. Examining specimens;
- vi. Maintaining equipment and reagents;
- vii. Supervising the disinfection, washing and sterilization of apparatus;
- viii. Writing and recording results;
- ix. Processing the specimen according to the specified Standard Operating Procedures (SOP); and
- x. Disinfecting, washing and sterilizing laboratory apparatus;

b) Person Specification

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

- i. At least eight (8) years relevant work experience;
- ii. Diploma in any of the following fields: Medical Laboratory Sciences, Analytical Chemistry, Applied Sciences, Food Science and Technology, Medical Laboratory Technology, Biotechnology or any other equivalent qualification from a recognized institution;

OR

- Bachelor's Degree in any of the following fields; Medical Laboratory Sciences, Laboratory Sciences, Analytical/Applied, Chemistry, Biomedical Sciences, Applied Sciences/Biology, Biochemistry, Microbiology, Food Science and Technology, Medical Laboratory Technology or Biotechnology or any other equivalent qualification from a recognized institution;
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB) where applicable; or any other recognized regulatory body;
 - iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists where applicable; and
 - v. Proficiency in computer application;
 - vi. Demonstrated work performance and results;

c) Key Skills and Competencies

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

5. LABORATORY TECHNICIAN, JOB GROUP KMR 9 – (5 POSITIONS CPHR, & CVR – NAIROBI, LAB. SERVICES – NAIROBI, CGHR – KISUMU, CGMR(C) – KILIFI)

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

a) Job Specifications

The duties and responsibilities at this level will entail:-

- i. Ensuring laboratory safety sample collection delivery and reception;
- ii. Processing documentation and reporting;
- iii. Perform simple analytical and diagnostic work;
- iv. Handling and disposing laboratory waste;
- v. Collect, prepare and store research samples and specimen;
- vi. Assist in field work.

b) Person Specification

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

- i. Certificate in any of the following fields: Medical Laboratory Sciences, Laboratory sciences, Laboratory Technology, Medical Laboratory Technology or any other equivalent qualification from a recognized institution;
- ii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB) where applicable;
- iii. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board where applicable;
- iv. proficiency in Computer Application Skills from a recognized institution;

c) Key Skills and Competencies

- i. Communication Skills
- ii. Interpersonal Skills
- iii. Team player

6. LABORATORY TECHNOLOGIST JOB GROUP KMR 8 - (5 - POSITIONS CPHR, CTMDR – NAIROBI, LAB. SERVICES – NAIROBI, CGHR – KISUMU, CGMR(C) – KILIFI))

This is the entry and training grade for diploma holders in this cadre. An officer at this grade will work under the supervision and guidance of a Senior Officer.

a) Job Specifications

The duties and responsibilities at this level will entail:-

- i. Receiving/collecting, recording of specimens;
- ii. Processing and analyses;
- iii. Preparing reagents;
- iv. Recording and reporting of results;
- v. Dispatching the results for clinical/Research management;
- vi. Routine and daily maintenance of laboratory equipment;
- vii. Ensuring adherence to biosafety and biosecurity guidelines;
- viii. Taking part in preparation of Standards Operations Procedures (SOPs).

b) Person Specification

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

- i. Diploma in any of the following fields: Medical Laboratory Sciences, Analytical Chemistry, Applied Sciences, Food Science and Technology, Medical Laboratory Technology, Biotechnology or any other equivalent qualification from a recognized institution;
- ii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB) where applicable, or any other recognized regulatory body;
- iii. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists where applicable;
- iv. Proficiency in computer application;

c) Key Skills and Competencies

- i. Communication skills
- ii. Interpersonal skills

- iii. Team player

7. SENIOR CLINICAL OFFICER, JOB GROUP KMR 7 – (1 POSITION)

a) Job Specifications

The duties and responsibilities at this level will entail:-

- i. Take history from patients and examine in order to make appropriate diagnosis of common ailments;
- ii. Interpret laboratory results to make proper diagnosis;
- iii. Counseling patients in health related matters for psychological healing;
- iv. Prescribe drugs to patients to ensure they get the required treatment;
- v. Treating and follow up of patients and clients in medical health institutions and study sites;
- vi. When necessary, arrange for patient referrals or consultations to other health facilities for specialty or higher-level management and ensure accompaniment of patients on referrals as needed;
- vii. Collect and maintain clinical records and indexing;
- viii. Support the processing of clinical data;
- ix. Maintain clinical records;
- x. Collect, prepare and store research samples and specimen;
- xi. Provide inventory of clinic instruments /machines;

b) Person Specifications

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

- i. At least four(4) years relevant work experience;
- ii. Diploma in Clinical Medicine;
- iii. Registration Certificate from the Clinical Officers' Council;
- iv. Membership to a relevant professional body;
- v. Proficiency in computer application;
- vi. Demonstrated work performance and results;

c) Key Skills and Competencies

- i. Planning and organization skills
- ii. Communication and report-writing skills

- iii. Interpersonal skills
- iv. Team player

**8. SENIOR LABORATORY ANALYST -JOB GROUP KMR 5 – (3 POSITIONS
CPHR – NAIROBI, LAB. SERVICES – NAIROBI, CGHR – KISUMU)**

a) Job Specifications

The duties and responsibilities at this level will entail:-

- i. Verifying, approving and recording laboratory findings;
- ii. Supervising the disinfection, washing and sterilization of apparatus; and maintaining equipment and reagents;
- iii. Archiving specimens of medical importance for reference;
- iv. Preparing periodical reports;
- v. Preparing requisitions for procuring laboratory equipment, chemicals, stains and reagents;
- vi. Maintaining laboratory registers and recording analyzed samples;
- vii. Screen and assign work load, plan, prioritize and assign tasks and projects;
- viii. Determining safe procedures, controls and implementing standard safety procedures;
- ix. Participating in budget and procurement plan preparation;
- x. preparing Standard Operating Procedures;
- xi. preparing work plans and periodical reports; and
- xii. Identifying training gaps of laboratory Technicians and Technologists and recommending appropriate interventions.

b) Person Specification

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

- i. At least four(4) years relevant work experience;
- ii. Bachelor's Degree in any of the following fields; Medical Laboratory Sciences Laboratory Sciences, Analytical/Applied, Chemistry, Biomedical Sciences, Applied Sciences/Biology, Biochemistry, Microbiology, Food Science and Technology, Medical Laboratory Technology or Biotechnology or any other equivalent qualification from a recognized institution;
- iii. Masters of Science degree in any of the following disciplines: Medical Parasitology and Entomology, Clinical Chemistry, Haematology, Medical Microbiology, Clinical Cytology Histopathology, Immunology, Epidemiology, Laboratory Management, Molecular Sciences/Biology, Virology, Mycology, Biochemistry, Analytical Chemistry, any other equivalent qualification from a recognized institution will be an added advantage;

- iv. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB) Where applicable;
- v. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board where applicable;
- 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;

c) Key Skills and Competencies

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

9. SENIOR NURSING OFFICER, JOB GROUP KMR 5 – (1 POSITION)

a) Job specifications

The duties and responsibilities at this level will entail:-

- 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, a candidate 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;

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.

10. ASSISTANT PRINCIPAL CLINICAL RESEARCH SCIENTIST, JOB GROUP KMR 4 – (3 POSITIONS)

a) Job Specifications

The duties and responsibilities at this level will entail:-

- i. Identifying research gaps in line with the Institute’s research priority areas;
- ii. Development of research proposals in the relevant research thematic area;
- iii. Implementing pre-clinical and clinical research projects and/or supervise designated aspects of the work;
- iv. Conducting medical examinations and writing medical reports;
- v. General diagnosis, care, treatment and provision of specialized clinical care for study participants;
- vi. Conducting community diagnosis, care and treatment during Corporate Social Responsibility (CSR) activities;

- vii. Establishing strategic partnerships for research, training, innovations, technology;
- viii. Sourcing for grants to fund the approved research protocols;
- ix. Supervising junior professional and technical staff attached to his/her pre-clinical and clinical research program,
- x. Monitoring and evaluating implementation of research projects;
- xi. Writing manuscripts, reports and translating research findings into lay language;
- xii. Disseminating and translating research findings for evidence based policy formulations and implementation;
- xiii. Identifying technology with potential for intellectual property protection;

b) Person Specifications

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

- i. At least four (4) years relevant work experience;
- ii. Bachelor's degree in any of the following fields;- Medicine and surgery, Dentistry, Veterinary, Pharmacy or equivalent qualifications from a recognized institution;
- iii. Master's degree in any of the following fields;- , Clinical Medicine/ Surgery/ Dentistry, Veterinary Medicine, Pharmacy;

OR

- iv. Master's Degree in any of the following disciplines:- Biomedical Sciences, Analytical Chemistry, Applied Sciences, Public Health, any relevant Social Science, or equivalent qualifications from a recognized institution;
- v. Developed at least twelve (12) proposals, six (6) of which have been funded;
- vi. Published at least six (6) articles in refereed journals with at least three (3) article as the first or lead author;
- vii. Management Course lasting not less than four (4) weeks from a recognized institution;
- viii. Proficiency in computer application;

c) Key Skills and Competencies

- i. Strategic thinking;
- ii. Proposal writing skills;
- iii. Analytical skills;

- iv. Creativity and Innovativeness;
- v. Critical thinking skills;
- vi. Research fundraising skills;
- vii. Communication and reporting skills;
- viii. Interpersonal and negotiation skills;
- ix. Networking and ability to work with multi-disciplinary teams;
- x. Team player

11. INFORMATION SCIENTIST, JOB GROUP KMR 6 - (2 POSITIONS - SCIENTIFIC PROGRAMMES, RESOURCES DEVELOPMENT & KNOWLEDGE MANAGEMENT - NAIROBI)

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

a) Job Specifications

The duties and responsibilities at this level will entail:- -

- i. Supporting the evaluation, organization, cataloguing, classifying, managing and distributing information in a variety of formats
- ii. Providing support in creating relevant databases
- iii. Ensuring that information is up to date
- iv. Support in documenting of information requests from users
- v. Contributing to development of promotional material for resource center
- vi. Assisting in preparation of information audits and inquiries
- vii. Helping to develop intranets for staff use
- viii. Support in preparation and maintenance of resource database

b) Person Specification

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

- i. Bachelor's degree in information science or equivalent qualification from a recognized institution;
- ii. Proficiency in computer application;

c) Key Skills and Competencies

- i. Problem-solving skills.

- ii. IT skills, including internet research skills.
- iii. Good organizational skills.
- iv. Teamwork and customer care skill

12. RESEARCH SCIENTIST, JOB GROUP KMR 6 - (2 POSITIONS – CGHR - KISUMU, CIPDCR - BUSIA)

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 of the officer will entail:-

- i. Assist in the implementation of research projects and/or supervising designated aspects of the work;
- ii. Assist in carrying out fieldwork and laboratory experimental procedures;
- iii. Assisting in organization of the internal scientific seminars;
- iv. Carry out experimental and/or developmental work under the supervision of a Senior Research Scientist or Assistant Principal Research Scientist;
- v. Assist in the interpretation and validation of results;
- vi. Guiding visiting scientific students /students on attachment
- vii. Assisting in maintaining the scientific laboratory in good working condition; and
- viii. In consultation with Senior Technologist, ensuring that all chemicals, reagents and consumables are properly stored in the laboratory.

b) Person Specifications

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

- i. Bachelor's Degree in any of the following disciplines: - Biomedical Sciences, Analytical Chemistry, Applied Sciences, Public Health, any relevant Social Science, or equivalent qualifications from a recognized institution;
- ii. Proficiency in computer application;

c) Key Skills and Competences

- i. Planning skills
- ii. Communication and reporting skills

- iii. Interpersonal skills
- iv. Team player

13. SENIOR RESEARCH SCIENTIST, JOB GROUP, KMR 5 – (1 POSITION)

a) Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Participating in defining research problems;
- ii. Participating in planning of research activities and implementation of approved projects;
- iii. Assisting in communicating and dissemination of scientific results;
- iv. Participating in broad planning of research projects;
- v. Participating in interpretation and validation of results;
- vi. Participating in supporting visiting scientific students /students on attachment.

b) Person Specification

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

- i. At least four(4) years relevant work experience;
- ii. Bachelor's Degree in any of the following disciplines:- Biomedical Sciences, Analytical Chemistry, Applied Sciences, Public Health, any relevant Social Science, or equivalent qualifications from a recognized institution;
- iii. Master's Degree in any of the following disciplines:- Biomedical Sciences, Analytical Chemistry, Applied Sciences, Public Health, any relevant Social Science, or equivalent qualifications from a recognized institution;
- iv. Supervisory Course not lasting less than two (2) weeks from a recognized institution;
- v. Developed at least eight (8) proposals, four (4) of which have been funded;
- vi. Published at least four (4) articles in refereed journals with at least two (2) article as the first or lead author;
- vii. Proficiency in computer application;

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.

14. ACCOUNTANT, JOB GROUP KMR 6 – (2 POSITIONS)

This is the entry and training grade for Accountants. The Accountant will work under the guidance and supervision of a Senior Officer.

a) Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Preparing payment vouchers as well as revenue vouchers and submit for processing in accordance with the laid down rules and regulations;
- ii. Maintaining registers of documents received by and dispatched from the department;
- iii. Issuing receipts for monies received;
- iv. Filling payments and receipt vouchers and ensure safety of accounts files;
- v. Filing simple statutory returns with relevant institutions;
- vi. Entering in the system entries relating to revenues and expenses; and
- vii. Maintaining primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports e.g. imprest and expenditure returns.

b) Person Specifications

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

- i. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) or its equivalent qualification from a recognized institution;
- ii. Certified Public Accountants (CPA) Part II or its equivalent;
- iii. Proficiency in computer applications;

c) Key Skills and Competence

- i. Proficiency in IT
- ii. Planning skills
- iii. Analytical skills
- iv. Communication and reporting skills;
- v. Interpersonal skills;
- vi. Team player and
- vii. Ethical and integrity

15. ADMINISTRATIVE OFFICER, JOB GROUP KMR 6 (2 POSITIONS)

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

a) Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Maintaining an inventory register;
- ii. Ensuring assets are insured;
- iii. Managing office transport system;
- iv. Ensuring maintenance office equipment, facilities and assets; and
- v. Generating reports on operations, maintenance and utilization.

b) Person Specifications

For appointment to this grade a candidate must have:

- i. Bachelor's Degree in Public Administration, Political Science, Sociology, Business Administration or its equivalent qualification from a recognized institution;
- ii. Have proficiency in computer applications;

c) Key Skills and Competencies

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

16. ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP KMR 8 – 2 POSITIONS)

This is the training and entry grade for Diploma holders in this cadre.

a) Job Descriptions

The duties and responsibilities at this level will entail:-

- i. Recording dictation in shorthand and transcribing it in typewritten form;
- ii. Processing data, management of e-office; ensuring security of office records documents and equipment;
- iii. Operating office equipment management of office protocol;
- iv. Managing office petty cash; and handling telephone calls and appointments and undertaking any other secretarial duties that may be assigned.

b) Person Specifications

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

- i. Kenya Certificate of Secondary Education mean grade of C- with at least C (Plain) in English or Kiswahili or its equivalent qualification from a recognized institution.
 - ii. Business Education Single and Group Certificates (BES and GC) Stages I, II and III from the Kenya National Examinations Council or equivalent in the following subjects:
 - Typewriting III (Minimum 50 w.p.m)/Computerized document processing III;
 - Shorthand III (100 w.p.m).
 - Business English III/Communications II;
 - Office Management III
 - Office Administration and Management III;
 - Secretarial Duties II;
 - Commerce II;
- OR**
- iii. Diploma in Secretarial Studies from the Kenya National Examinations Council
 - iv. Proficiency in computer applications;

c) Key Skills and Competencies

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

17. BIostatistician/Bioinformatics, Job Group KMR 6 - (1 Position - Nairobi)

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

a) Job Specifications

The duties and responsibilities at this level will entail:-

- i. Contribute to designing research projects that apply valid scientific techniques and use information obtained from baselines or historical data to structure uncompromised and efficient analyses.
- ii. Assist in planning data collection methods for specific projects and determine the types and sizes of sample groups to be used.
- iii. Assist in adapting statistical methods to solve specific problems in biomedicine and other relevant fields.
- iv. Help develop and test experimental designs, sampling techniques, and analytical methods.
- v. Provide support for analysis and interpretation of statistical data to identify significant differences in relationships among sources of information.
- vi. Participate in developing an understanding of fields to which statistical methods are to be applied to determine whether methods and results are appropriate.
- vii. Help in evaluating sources of information to determine any limitations in terms of reliability or usability.
- viii. Contribute to evaluating the statistical methods and procedures used to obtain data to ensure validity, applicability, efficiency, and accuracy.
- ix. Help identify relationships and trends in data, as well as any factors that could affect the results of research.
- x. Participate in preparing data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting the raw data.
- xi. Contribute to reporting results of statistical analyses, including information in the form of graphs, charts, and tables.
- xii. Help examine theories, such as those of probability and inference, to discover mathematical bases for new or improved methods of obtaining and evaluating numerical data.

- xiii. Support in presentation of statistical and non-statistical results using charts, bullets, and graphs in meetings or conferences to audiences such as clients, peers, and students.
- xiv. Assist in the processing of large amounts of data for statistical modeling and graphic analysis, using computers.

b) Person Specification

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

- i. Bachelor's Degree in the following fields: Mathematics, Statistics, Biostatistics, Informatics, Computer Science or equivalent qualification from a recognized Institution.
- ii. Proficiency in statistical software application;

c) Key Skills and Competencies

- i. Analytical and report writing skills
- ii. Presentation skills
- iii. Good Team player

18. CORPORATE COMMUNICATION ASSISTANT, JOB GROUP KMR 8 (1 POSITION – NAIROBI)

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

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. Diploma in any of the following: Mass Communications, Communication Studies, Public Relations, Journalism, International Relations, Graphic Design or any other equivalent qualifications from a recognized institution;
- ii. Proficiency in computer applications;

c) Key Skills and Competencies

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

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

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 have:

- 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;

c) Key Skills and Competencies

- i. Organizational skills
- ii. Team building
- iii. Negotiation skills
- iv. Interpersonal skills
- v. Organizational skills

20. GRANTS MANAGEMENT OFFICER, JOB GROUP KMR 6 - (1 POSITION-GRANTMANSHIP - NAIROBI)

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

a) Job Specifications

The duties and responsibilities at this level will entail:- - -

- i. Assisting in preparation of grant budgets
- ii. Supporting in reading and interpreting request for proposal and unsolicited calls
- iii. Contributing to preparation of grant reports for Principal investigators for small grants
- iv. Providing support in reading of grant applications
- v. Support in maintaining grant schedules for prospective awards

b) Person Specification

For appointment to this grade, an officer must have: -

- i. Bachelor's degree in any of the following fields: Biomedical sciences, Medical sciences or any other relevant Social sciences from a recognized Institutions;
- ii. Proficiency in computer application;

c) Key Skills and Competencies

- i. Ability to work with flexibility on several tasks simultaneously
- ii. Communication skills
- iii. Team work

21. INTELLECTUAL PROPERTY OFFICER, JOB GROUP KMR 6 - (1 POSITION- RESOURCES DEV. & KNOWLEDGE MANAGEMENT - NAIROBI)

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

a) Job Specifications

The duties and responsibilities at this level will entail:-

- i. Identifying technology with commercial applications and recommend whether intellectual property protection should be sought;
- ii. Implementing inter-institutional agreements;
- iii. Monitor material transfer and confidentiality agreements to ensure compliance with statutory intellectual property reporting regulations;
- iv. Providing information to KEMRI and external attorneys to assist in determining intellectual property patentability and to oversee adherence to application timelines;
- v. Evaluating software and copyright disclosures, identify and review existing and new contracts and file appropriate copyright registration;
- vi. Preparing non-confidential disclosures and descriptions of intellectual property and related information for potential licensees;
- vii. Supporting development, disclosure, protection, and exploitation of KEMRI intellectual property.

b) Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor's degree in any science field and/or any other relevant Social science qualification from recognized institution;
- ii. Proficiency in computer applications;

c) Key Skills and Competencies

- i. Planning and Organizational Skills
- ii. Communication Skills
- iii. Ardent reader
- iv. Networking and Interpersonal skills
- v. Team player

22. INTERNAL AUDITOR, JOB GROUP KMR 6 - (1 POSITION- INTERNAL AUDIT - NAIROBI)

a) Job Specification

The duties and responsibilities at this level will entail:-

- i. Undertaking audit assignments in line with the approved audit work plan to confirm the adequacy and effectiveness of governance, risk management and control;
- ii. Performing substantive and compliance testing of accountable records and documents and prepare working papers;
- iii. Providing input in preparation of audit reports for audit engagements executed;
- iv. Assisting in evaluating progress and effectiveness of action taken to implement audit recommendations received from internal and external audits; and
- v. Assisting in establishing a follow up mechanism on recommendations received from all internal and external audits.

b) Person Specification

For appointment to this grade, an officer must: -

- i. Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent qualification from a recognized institution;
- ii. Passed Part II of Certified Public Accountants (CPA II) Examination or its recognized equivalent;

- iii. Proficiency in computer applications;

c) Key Skills and Competencies

- i. Ethical in character and possess high integrity
- ii. Strong interpersonal skills
- iii. Good communication skills

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

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.

a) Job Description

The 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;

c) Key Skills and Competence

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

24. PLANNING & STRATEGY OFFICER, JOB GROUP KMR 6 - (1 POSITION- STRATEGY & COMPLIANCE PLANNING - NAIROBI)

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

a) Job Specifications

The duties and responsibilities at this level will entail:-

- i. Assisting in development and monitoring of the Institute Work plan and budget tracking;
- ii. Assisting in Writing and submitting reports on specific assignments;
- iii. Collection and Provision of economic planning data as required from time to time;
- iv. Assisting in compiling performance contract reports from the departments and keep records on performance contract targets;
- v. Participating in the preparation and implementation of strategic plan;

b) Person Specification

For appointment to this grade, a candidate must:

- i. Bachelor's degree in any of the following disciplines: Economics, Statistics, Mathematics, Public Policy/Administration, Strategic Management, relevant science field or any other equivalent qualification from a recognized institution;
- ii. Proficiency in Computer Application;

c) Key Skills and Competencies

- i. Integrity
- ii. Planning and Analytical skills
- iii. Communication and reporting skills
- iv. Interpersonal skills

25. PRINCIPAL SECURITY OFFICER, JOB GROUP KMR 4 - (1 POSITION - NAIROBI)

a) Job Specifications

The duties and responsibilities of the officer at this level will entail: -

- i. Initiating the development and enforcement of security policies and standards in line with the operating framework;
- ii. Implementing the following security measures in full;
- iii. Security Communication;
- iv. Preparing Security Intelligence, and investigation Reports;
- v. Monitoring and evaluating the implementation of the security strategy in line with policies, processes and procedures to deliver business objective;
- vi. Coordinating continuous information gathering and intelligence analysis with a view to developing preventive measures for enhanced security of the Institute assets and operations;
- vii. Initiating training and monitoring outsourced security service providers to meet Institute security objectives and enhance performance;
- viii. Initiating preparation of security training programs and
- ix. Carrying out sensitization initiatives to enhance compliance with security standards and policies;
- x. Ensuring incident response planning and investigation of security violations, contributing to disciplinary and legal matters associated with such violations as necessary;
- xi. Developing an up to date databank of security incidents and trends and reporting for management information and security action;
- xii. Initiating programs and measures to prevent and eliminate encroachment; and
- xiii. Preparing and monitoring the section's budgets.

b) Person Specifications

For appointment to this grade, a candidate must have:

- i. At least eight (8) years relevant work experience three (3) of which should have been in supervisory role;
- ii. Bachelor's degree in Security Management or equivalent qualification from a recognized institution;
- iii. Master's degree in Security Management, Criminology or any relevant and equivalent qualification from a recognized institution.
- iv. Served in the National Police Services, National Defense Forces and any other Disciplined Forces for a period of at least four (4) years.

OR

Diploma in Criminology or any other relevant and equivalent from a recognized institution.

OR

Higher National Diploma in Criminology or any other relevant and equivalent from a recognized institution.

- v. Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership to Professional body;
- vii. Membership to any one of the following Security Professional groups: - American Society for Industrial Security (ASIS), The Association of Fire Arm and Tool Mark Examiners (AFTE).
- viii. Proficiency in Computer applications;
- ix. Demonstrated professional competence and ability as reflected in work performance and results;

c) Key Skills and Competencies

- i. Excellent analytical and interpersonal skills
- ii. Strategic thinking and Analytical skills
- iii. Strong Communication and reporting skills
- iv. Strong managerial skills and ability to lead teams
- v. Mentoring, coaching and leadership skills
- vi. Interpersonal and negotiation skills
- vii. Team player
- viii. Investigative skills

26. QUALITY ASSURANCE AND RISK MANAGEMENT OFFICER, JOB GROUP KMR 6 - (1 POSITION - QUALITY ASSURANCE AND RISK MANAGEMENT - NAIROBI)

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

a) Job Specifications

The duties and responsibilities at this level will entail:-

- i. Assisting in preparing the program for monitoring of quality assurance Activities;
- ii. Assisting in carrying out quality checks of Research procedures and products;

- iii. Assisting in preparing non-conforming reports and corrective action plan on quarterly basis for decision making;
- iv. Assisting in Developing non-conforming products reports and corrective action plan on monthly basis; and
- v. Assisting in Carrying out internal audits on quality compliance and follow-up audits;

b) Person Specifications

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

- i. Bachelor's Degree in Biomedical Sciences or any other relevant field from a recognized Institution;
- ii. Proficient in computer applications;

c) Key Skills and Competencies

- i. Planning skills;
- ii. Creativity and innovation skills;
- iii. Analytical skills;
- iv. Communication and reporting skills;
- v. Interpersonal skills;
- vi. Ability to work independently and Team player.

27. RESEARCH ADMINISTRATOR JOB GROUP KMR 6 - (1 POSITION-GRANTMANSHIP - NAIROBI)

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

a) Job Specifications

The duties and responsibilities at this level will entail:- - -

- i. Assisting in preparation of study documents
- ii. Supporting in reading and interpreting requirements for project initiation and implementation
- iii. Contributing to preparation of projects reports for Principal investigators for small grants
- iv. Support in maintaining project schedules for reporting
- v. Support initiation, implementation and closure of projects.

b) Person Specification

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

- i. Bachelor's Degree in any of the following disciplines: - Biomedical Sciences, Medical Sciences, Public Health, any relevant Social Science or equivalent qualifications from a recognized institution;
- ii. Proficiency in computer application; and

c) Key Skills and Competencies

- i. Planning and organizational skills;
- ii. Ability to work with flexibility on several tasks simultaneously;
- iii. Communication skills;
- iv. Team player.

**28. SENIOR ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP KMR 7 –
(1 POSITION)**

a) Job Descriptions

The duties and responsibilities at this level will entail:-

- i. Typing from drafts, manuscripts or recording from dictation machines; processing data;
- ii. Operating office equipment; attending to visitors/clients;
- iii. Handling telephone calls and appointments; ensuring security of office records, equipment and documents, including classified materials;
- iv. Preparing responses to simple routine correspondence;

b) Person Specifications

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

- i. At least four(4) years relevant work experience;
- ii. Business Education Single and Group Certificates (BES and GC) Stages I, II and III from the Kenya National Examinations Council or equivalent in the following subjects:
 - Typewriting III (Minimum 50 w.p.m)/Computerized document processing III;
 - Shorthand III (100 w.p.m).
 - Business English III/Communications II;
 - Office Management III;
 - Office Administration and Management III;

- Secretarial Duties II;
- Commerce II;

OR

- iii. Diploma in Secretarial Studies from the Kenya National Examinations Council;
- iv. Public Relations and Customer Care Course from a recognized institution;
- v. Registration with a professional body.
- vi. Proficiency in computer applications;

c) Key Skills and Competencies

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

29. SUPPLY CHAIN MANAGEMENT ASSISTANT, JOB GROUP KMR 8 - (2 POSITIONS – NAIROBI)

a) Job Specification

The duties and responsibilities at this level will entail:-

- i. Verifying the availability of stores;
- ii. Receiving stores requisition from users;
- iii. Reporting shortages and losses;
- iv. Stock-taking and disposal of unserviceable and obsolete stores in accordance with laid down regulations;
- v. Taking part in opening of quotations and tender;
- vi. Taking part in drafting of tender notices;
- vii. Preparing payment documents; taking part in periodic market surveys; and
- viii. Taking part in inspection and receiving of goods.

b) Person Specification

For appointment to this grade an officer must have: -

- i. Diploma in Purchasing and Supply Chain Management or any other equivalent qualification from Chartered Institute of Purchasing and Supplies or any other recognized institution;
- ii. Membership to Kenya Institute of Supplies Management (KISM);
- iii. Proficiency in computer application;

c) Key skills and Competencies

- i. Ethical and integrity
- ii. Interpersonal skills
- iii. Communication skills

30. SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP KMR 6 - (2 POSITIONS - CGHR - KISUMU, CIPDCR - BUSIA)

a) Job Specification

The duties and responsibilities at this level 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;

c) Key Skills and Competencies

- i. Planning skills
- ii. Good communication and reporting
- iii. Interpersonal and negotiation skills
- iv. Team player
- v. Ethical

31. DRIVER, JOB GROUP, KMR 10 (4 POSITIONS – 1- CGMR(C) - KILIFI, 3 - NAIROBI)

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

a) Job Specifications

The duties and responsibilities at this level will entail:-

- i. Driving vehicles as authorized;
- ii. Carrying out routine checks on the vehicles;
- iii. Detecting and report malfunctioning of vehicles system;
- iv. Maintain records of vehicles;
- v. Ensuring security and safety of the vehicle;
- vi. Overseeing safety of the passengers and or goods therein;
- vii. Maintaining cleanliness of the vehicle;
- viii. Ensuring adherence to or observations of traffic laws; and
- ix. Reporting any incidents to police and/or the office immediately they occur.

b) Person Specifications

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

- i. Kenya Certificate of Secondary Education mean grade of D+ or its equivalent qualification from a recognized institution;
- ii. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- iii. Passed the Suitability Test for Drivers Grade III;
- iv. Valid Certificate of Good Conduct from the Kenya police;
- v. Proficiency in computer application;

32. COOK, JOB GROUP KMR 10 - (1 POSITION - CCR)

This is the entry grade into the cadre. An officer at this level will work under the supervision of a Senior Officer.

a) Job Specification

The duties and responsibilities at this level will entail:-

- i. Assist in the preparation and cooking of food and beverage;
- ii. Assembles food supplies and equipment for daily food preparation
- iii. Setting up dishes and replaces as necessary
- iv. Assist in care and maintenance of work service area, supplies and equipment.

b) Person Specifications

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

- i. 1-year Certificate in Food and Beverage production and Service from a recognized institution;
- ii. Food Handlers Medical Certificate;
- iii. Proficiency in computer application;

c) Key Skills and Competencies

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

33. OFFICE ASSISTANT, JOB GROUP KMR 12 (7 – POSITIONS – (MALINDI, KWALE, CRDR, LAB. SERVICES, LEGAL DEPT., COMMERCIAL ENTERPRISE & INTERNAL AUDIT - NAIROBI).

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

a) Job Specifications

The duties and responsibilities at this level will entail:-

- i. Guide outsourced Cleaning services on cleaning of offices and compound;
- ii. Recording and dispatching letters, files and documents;
- iii. planting, weeding and pruning/mowing gardens;
- iv. Collecting, assembling and disposing waste.

b) 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;

c) Key Skills and Competencies

- i. Organizational skills;
- ii. Public Relations skills
- iii. Communication skills in both English and Kiswahili
- iv. Interpersonal skills

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

All the applications should be done online through KEMRI Website www.kemri.go.ke/careers - **E-Recruitment Portal** to be on or before **14th July 2022** latest **5.00 p.m. (East African Time)**

Please visit the KEMRI web site www.kemri.go.ke for more details on the advertisement.

Successful candidates will be required to fulfil requirements of Chapter Six of the Constitution.

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