



Centre for Microbiology Research

KEMRI - RCTP

VACANCY ANNOUNCEMENT

Opening Date: 14 March, 2023

Background Information:

The Research Care and Training Program (RCTP) is collaboration between the Kenya Medical Research Institute (KEMRI), University of California, San Francisco (UCSF) , University of Washington (UW)- and several other US based institutions or research entities .

1. Position: Finance Interns (2 Position) Vacancy No.FN-01-03-2023

Location: Nairobi

Duration: Six Months

Duties and Responsibilities

This is a training opportunity and the Interns will be trained on the following:

- Imprest reconciliation
- Bank reconciliations
- Tracking expenditure
- Prepare variance reports
- Monitor & ensure payments for vendors are actualized
- Management of Asset register
- Inventory management
- Procurement and tracking of supplies
- Review of imprest surrenders from the field
- Cheque writing and banking

Required Qualifications:

- Bachelor of Commerce Degree, (Finance/Accounting option), Business Administration or equivalent, CPA (II) or ACCA level (I)
- Below 30years of age

2. Position: Laboratory Technologist Interns (2 Positions) Vacancy No. No.FN-02-03-2023

Location: Kisumu

Duration: Six Months

Duties and Responsibilities

This is a training opportunity and the Interns will be trained on the following:

- Custody of participant specimens and storage/archival.
- Reporting of any abnormal lab result.
- Maintenance and troubleshooting on all lab equipment and report to the Laboratory manager
- Running and logging of specimen controls as per the set SOP.
- Ensuring Laboratory Waste segregation and management.
- Developing and updating laboratory inventory.
- Developing and continuous review of standard operating procedures in keeping with the protocol for the laboratory, and all laboratory related documents and manuals.
- Projection on consumables and reagents, and re-ordering whenever due and ensuring custody.
- Quality assurance of the lab specimen data base.
- Receive, download, and post/report all external lab results/reports
- Transcription of all lab results and communication of the same as per the lab results communication SOP.

Required Qualifications:

- BSC Medical Laboratory Science and Technology
- Below 30 years of age

Terms of Engagement

Appointment in the Internship program will be for a period of between 6 months to one Year. The successful candidate (s) will be paid a monthly stipend of **Kes. 25,000.00** without any other additional benefits. Interns will be expected to take up a personal accident cover and medical Insurance cover for the period of internship .

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 three referees.
- c) Must include copies of academic and professional certificates.

A duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent to: hrrctp@kemri-rctp.org not later than 4th April 2023

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

Only shortlisted candidates will be contacted

