



In Search of Better Health

KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

Background Information:

The Leadership, Excellence and Accelerating research On Women's Health (LEA-WH) Program, implemented by KEMRI, aims to transform mid-career researchers from various African countries into independent leaders who will establish and lead research programs in priority areas of women's health.

The project has the following vacancies

1.Position: Assistant Coordinators (3 Positions) K MR/ 5

Reports to: Study Coordinator

Location: Nairobi

Duration: 1 year Renewable Contract

Duties and Responsibilities:

- I. Assist in the development and implementation of standard operating procedures (SOPs) for all study procedures
- II. Create training schedules for the study, track and create reports on outcomes of all training and maintain training records for the company.
- III. Establishing strategic partnerships with the relevant stakeholders for research, training, innovations and technology
- IV. Monitoring and evaluating implementation of the study
- V. Support in Writing manuscripts, reports and translating research findings
- VI. Assist in the disseminating and translating research findings for evidence-based policy formulations and implementation
- VII. Assist in planning and coordination of meetings for both internal project staff and external collaborators
- VIII. Host/participate in scheduled conference calls with the international study partners.
- IX. Participate in development of research proposals in the relevant research thematic area
- X. Conduct participants trainings
- XI. Gather and evaluate information from participants and management on previous training to identify weaknesses and areas that need additional training.
- XII. Inform participants on scheduled training and track their progress.
- XIII. Recommend training materials and methods, order and maintain training equipment and facilities and manage the budget set for training
- XIV. Any other relevant duties as assigned by the supervisor

Qualifications:

- I. Bachelor of Medicine and Bachelor of Surgery
- II. Masters of Medicine, Masters of Public Health or equivalent will be added advantage

Desirable Qualities

- I. Experience in women's health -obgyn / adolescents -women and children's health preferable
- II. Training in education/ curriculum development/ strategy / project and program implementation desirable

2.Position: Procurement Officer (1 Position) K MR/ 5

Reports to: Finance Manager

Location: Nairobi

Duration: 1 year Renewable Contract

Duties/Responsibilities

- I. Assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing
- II. Draft an appropriate service level agreement to properly evaluate the performance of suppliers, and report on this on a regular basis.
- III. Work with departmental heads to determine procurement needs, quality and delivery requirements.
- IV. Responsible for order placement timing, supply / demand alignment, material replenishment and supplier performance
- V. Maintain contracts with vendors
- VI. Review inventory and update as required
- VII. Receive orders from various departments
- VIII. Initiate and keep track of orders
- IX. Receive, inspect and distribute orders
- X. Reconcile or resolve order discrepancies with supplies.
- XI. Monitor delivery times to ensure they are on time
- XII. Any other relevant duties as assigned by the supervisor

Qualifications

Bachelor Degree in supply chain management or a procurement related degree

Desirable Qualities

- I. Previous experience as a Procurement Officer, or similar role
- II. Computer literacy qualification is essential.
- III. Proven ability to utilize and develop computerized spreadsheets and word processing applications
- IV. Procurement Software and Asset Software experience is essential.
- V. Independent self-starter with attention to detail
- VI. Possesses integrity and ability to maintain accurate and confidential records

All the applications to be done through KEMRI Website <https://www.kemri.go.ke/e-recruitment> -E Recruitment Portal on or before **23rd September, 2025** latest 5.00 p.m.

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WHO ARE ABLED DIFFERENTLY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY. DIRECT OR INDIRECT CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION. 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