



In Search of Better Health

VACANCY ANNOUNCEMENT

Background Information

The Kenya Medical Research Institute, Centre for Microbiology Research- Research Care and Training Program (KEMRI, CMR), in collaboration with Merck Sharp & Dohme LLC (MSD), is conducting Phase 3 HIV treatment and prevention clinical trials at our Clinic located in Lumumba Sub-County Hospital, Kisumu. The trials have the following vacancies:

1. Medical Officer , JOB GROUP KMR 5 (1 Position)

Reports to: Study Coordinator

Location: KISUMU

Duration: 1 year Renewable Contract

Duties and Responsibilities:

- i. Provide high-quality clinical care to participants, including HIV testing, counselling, and oral PrEP prescription.
- ii. Conduct participant assessments, diagnose conditions, and implement treatment plans according to study protocols.
- iii. Implement, monitor, and ensure compliance with clinical procedures, ethical standards, and regulatory guidelines.
- iv. Educate participants on HIV prevention, PrEP adherence, sexual and reproductive health, and related counselling topics.
- v. Collect, document, and report clinical and safety data accurately, including administering and performing QA/QC on CRFs and source documents.
- vi. Perform phlebotomy, contraceptive administration, and sexual and reproductive health assessments.
- vii. Participate in staff training, capacity building, and contribute to the development and review of study-related SOPs.
- viii. Maintain accurate, confidential participant records in alignment with site policies and study requirements.

Required Qualifications:

- i. Bachelors Degree in Medicine and surgery from a recognized Institution
- ii. Proficiency in computer application
- iii. Valid practicing license

Experience:

- i. Minimum of 2–3 years of clinical experience, preferably in HIV care, sexual health, or infectious diseases.
- ii. Experience in research settings or clinical trials is highly desirable.
- iii. Familiarity with Contraceptive method administration, PrEP ,PrEP guidelines and HIV treatment and prevention strategies/interventions is a plus.

Desirable Qualities:

- i. Demonstrates excellent clinical judgment, diagnostic ability, and a compassionate, patient-centered approach to care.
- ii. Excellent in communication, patient counselling, and the ability to work effectively within — and supervise — multidisciplinary teams.
- iii. Skilled in the use of electronic medical records (EMR) and clinical data management systems.
- iv. Holds GCP and HSP certifications with strong knowledge of ICH guidelines, FDA, PPB, and other global regulatory frameworks governing clinical research.
- v. Highly organized with strong time-management abilities and a demonstrated commitment to advancing public health and HIV prevention.

**2. INFORMATION COMMUNICATION TECHNOLOGY (ICT) ASSISTANT JOB GROUP KMR 7
(1 Position)**

Reports to: Study Coordinator

Location: KISUMU

Duration: 1 year Renewable Contract

Duties and Responsibilities:

- i. Provide Tier 1–2 technical support (onsite/remote), manage the helpdesk queue, and document issues, resolutions, and SOPs.
- ii. Set up, secure, and maintain staff endpoints and specialized clinic/lab workstations, including printers and peripherals.
- iii. Administer and secure network infrastructure (pfSense firewall, VPNs, VLANs, NAT, QoS, Wi-Fi), and monitor network performance, uptime, and security events.
- iv. Manage core network services including IP addressing, DNS, DHCP, and maintain updated network diagrams and system inventories.
- v. Operate, patch, and monitor Ubuntu servers hosting systems such as Zimbra mail and OpenMRS (application, web, database, and related services).
- vi. Plan, implement, and maintain Domain Controller services (Active Directory/LDAP), including GPOs, endpoint joining/migration, and secure authentication.
- vii. Ensure reliable backups, perform restore tests, maintain disaster recovery runbooks, enforce access controls, and support compliance with data protection and GCP requirements.
- viii. Support lab and facility systems (temperature monitoring, CCTV/NVR), maintain asset registers, assist in audits, and contribute to continuous improvement initiatives.

Required Qualifications:

- i. Diploma in Information Technology/Computer Science or related field (or equivalent experience).
- ii. Experience in systems/network administration in a production environment will be an added advantage

Desirable Qualities

- i. Skilled in pfSense management, including firewall rules, VPNs, VLANs, Captive Portal, and high-availability concepts, with strong understanding of networking and security best practice
- ii. Proficient in Ubuntu Server (services, permissions, systemd, hardening, backups) and Windows Server/Active Directory (DNS/DHCP, Group Policy, domain management)
- iii. Experienced with Zimbra email server administration (anti-spam/AV, TLS/DMARC) and OpenMRS on Ubuntu, including Tomcat/Java lifecycle tasks, MySQL/MariaDB operations, logs, and bac
- iv. Capable of developing Bash and Python scripts for automation, system optimization, and routine maintenance
Skilled in CCTV/NVR administration, storage management, backup tooling, restore testing, and maintaining disciplined documentation for operational reliability.

3 .OFFICE ASSISTANT (1 Position) KMR/ 9

Reports to: Study Administrator

Location: KISUMU

Duration: 1 year Renewable Contract

Duties and Responsibilities:

- i. Clean and sanitize clinic rooms, offices, restrooms, and common areas daily.
- ii. Dispose of waste and ensure proper segregation of recyclable and non-recyclable materials. Maintain cleaning equipment and supplies, and report any shortages or malfunctions.
- iii. Ensure compliance with infection control and hygiene standards.
- iv. Deliver documents, packages, and supplies to designated locations within and outside the clinic. Run errands as assigned by management to support daily operations.
- v. Assist with setting up rooms for meetings, training sessions, or events.
- vi. Perform minor maintenance tasks, such as replacing light bulbs or reporting repair needs.

Required Qualifications:

- i. Minimum of secondary education.
- ii. Tertiary college certificate holder is highly desirable

Required Experience:

- i. Previous experience in administrative assistants' roles is preferred.
- ii. Experience working in a healthcare or research setting is a plus.

Desirable Qualities:

- i. Strong attention to detail and cleanliness.
- ii. Ability to follow instructions and work independently.
- iii. Good time-management and organizational skills.
- iv. Basic communication skills in English is required.
- v. Reliable, punctual, and hardworking.
- vi. Willingness to learn and adapt to clinic protocols.

- vii. Willingness to undergo training on clinic hygiene and safety protocols.
- viii. Flexibility to work occasional evenings or weekends, if required.
- ix. Good Clinical Practice (GCP) and Human Subject Protection (HSP) certification

Terms of employment: This is a **one (1) year contract, renewable subject to availability of funds**, with a probation period for the first 3 months.

Successful candidates will be required to provide the following: Certificate of good conduct, Higher Education Loans Board compliance certificate, KRA Tax compliance Certificate, Ethics and Anti-Corruption Commission clearance.

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

All the applications to be done through KEMRI Website <https://www.kemri.go.ke/e-recruitment> –E-Recruitment Portal on or before **26th January, 2026, 5.00 p.m.**

Please visit the KEMRI web site <https://www.kemri.go.ke/e-recruitment> for more details on the advertisement.

Only Short listed candidates will be contacted.

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. 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.