



In Search of Better Health

**KENYA MEDICAL RESEARCH INSTITUTE
VACANCY ANNOUNCEMENT**

The Kenya Medical Research Institute (KEMRI), in collaboration with the University of Copenhagen, Denmark, and the University of Bergen / Innlandet Hospital Trust, Norway, through a grant funded by the Gates Foundation (GF) and the Novo Nordisk Foundation (NNF), is establishing the Mothers' Micronutrient Supplementation (MoMS) Study. The study focuses on pregnancy and lactation and aims to evaluate an improved Multiple Micronutrient Supplement (MMS) formulation and its effects on pregnancy and infant outcomes.

The study will be conducted in Bungoma County and is seeking highly motivated and qualified candidates to fill the following positions, as outlined below:

Senior Research Administrator - KMR 5 (1 position)

Location: Centre for Public Health Research

Reporting to: Principal Investigator

a) Duties and Responsibilities:

The duties and responsibilities of the officer will entail: -

- i. Prepare, review, and monitor project budgets, forecasts, and financial reports.
- ii. Manage project payroll in consultation with finance and HR department.
- iii. Preparation of project Performance contract reports;
- iv. Review and submission of effort reports for assigned project personnel
- v. Be knowledgeable on risk identification and management in project implementation.
- vi. Managing project logistics and travel.
- vii. Maintaining a program database and close-out reports for projects for reference.
- viii. Review of project work plan for appropriateness and completeness while tracking performance periodically
- ix. Organizing and coordinating meetings, seminars, trainings, disseminations forums with stakeholders;
- x. Provide administration support for the initiation, implementation and study closure;
- xi. Liaise with Administration, HR, Procurement, Finance and regulations office and principal investigators
- xii. Represent the project in community forums, stakeholder meetings, and external engagements.
- xiii. Maintain organized records of all project-related documents for accountability
- xiv. Ensure smooth flow of information between the field and the project office

b) Person Specifications

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

- i. At least four (4) years relevant working experience.
- ii. Knowledge of guidelines/procedures on management of projects.
- iii. Bachelor's Degree in any of the following disciplines: - Finance, Project Management, Project Administration, Research Administration, Public Administration.
- iv. Master's Degree in any of the following disciplines: - Finance, Project Management, Project Administration, Research administration or Project planning
- v. Certificate in Project Planning and Management.
- vi. Supervisory Course lasting not less two (2) weeks from a recognized institution.
- vii. Proficiency in computer applications
- viii. Demonstrated work performance and results; and
- ix. Have a CPA -K
- x. Be a member of ICPAK and in good standing
- xi. Experience in grant application will be an added advantage.

c) Key Skills and Competencies

- i. Organizational and time management; Ability to manage multiple projects, meet deadlines and prioritize task
- ii. Communication and reporting skills; Excellent written, verbal and interpersonal skills are essential
- iii. Financial and Technical; Strong accounting skills with software like Microsoft office and excel
- iv. Regulatory and Ethical Knowledge; Understanding of research regulations, compliance requirements and ethical guidelines.
- v. Analytical and problem-solving skills and attention to detail.
- vi. Ability to work independently with limited supervision.

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. Salary is negotiable within the KEMRI scheme of service depending on education, experience and demonstrated competency.

How to Apply

- a) All applicants must meet each selection criteria detailed in the minimum requirements.
- b) Must include current Curriculum Vitae with Telephone number and e-mail address;
- c) Three letters of reference with contact telephone numbers.
- d) Must include copies of academic and professional certificates.

All the applications to be done through KEMRI Website <https://www.kemri.go.ke/e-recruitment> -E Recruitment Portal on or before **2nd February, 2026 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