



In Search of Better Health

KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

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Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya, Science Technology and Innovation Act, 2013 and currently under KEMRI Order 2021 as the national body responsible for carrying out research in human health in Kenya. KEMRI's 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 and service delivery"

KEMRI invites applications from dynamic and innovative individuals to fill the following project contract positions:

1. LEGAL OFFICER, JOB GRADE KMR 6 – 1 POSITION

a) Job Specifications

- 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

- 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

2. CORPORATE COMMUNICATIONS OFFICER, JOB GROUP KMR 6- 1 POSITION

a) Job Specifications

- i. Write and edit content (press releases, newsletters, website copy, speeches, reports)
- ii. Create social media content (posts, captions, campaigns)
- iii. Ensure consistent brand voice and messaging across all platforms
- iv. Plan, script, and storyboard video projects
- v. Shoot high-quality video footage (events, interviews, campaigns, promotional content)
- vi. Operate cameras, lighting, audio, and related equipment
- vii. Set up and manage video shoots independently
- viii. Edit video content using professional software (e.g., Adobe Premiere Pro, Final Cut Pro)
- ix. Add graphics, subtitles, music, and visual effects
- x. Ensure videos align with branding and communication goals
- xi. Optimize videos for different platforms (social media, website, YouTube, TV)

b) Person Specifications

- i. Bachelor's Degree in any of the following; Mass Communication, Journalism, Public Relations, Film Production, 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

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.

All the applications to be done through KEMRI Website <https://www.kemri.go.ke> -

[E-Recruitment Portal](https://www.kemri.go.ke) on or before **4th March, 2026 by 5.00 p.m.**

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

Only Shortlisted 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.