



In Search of Better Health

VACANCY ANNOUNCEMENT

KEMRI–CCR PHRD (Thika) Clinical Trials Project is currently looking for motivated individuals to fill in the following vacant position:

Position: Project Data Officer: KMR 6 (3 positions)

Location: Thika

Reports to: Data Manager

JOB PURPOSE

To assist in the daily running of data management systems, installation and maintenance of computer hardware, software, and networks.

DUTIES AND RESPONSIBILITIES

- Data collection, compilation, cleaning, investigational analysis, and processing for entry into databases
- Carrying out routine data quality audits & controls
- Coordination of various ancillary studies on-site
- Preparing daily and weekly reports
- Installing and configuring computer hardware, software systems, networks, printers, and scanners
- Trouble shooting
- Designing, improving, and updating live databases for long term data storage and back-ups
- Preparing daily and weekly reports
- Designing, and developing case report forms for data collection for various projects being run on site.
- Training staff on guidelines, policies and procedures
- Monitor security of all technology.
- Any other duties assigned by Supervisor

Education and Professional training

- Bachelor's Degree in Computer Science, Mathematics, Statistics, or any related field
- Professional certification in courses on analytic skills and database management.

Competencies

- Data management and a well rooted individual in statistical analysis skills.
- Good communication skills- both written and oral.
- Skills in database development.

Terms of employment

Employment is on a one year renewable contract with a probation period for the first 3 months. Salary is negotiable within the appropriate grade depending on education, experience and demonstrated competency.

HOW TO APPLY

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 applications to be done through KEMRI Website www.kemri.go.ke/e-recruitment -E-Recruitment Portal on or before 16th June 2024, 5.00 p.m.

Please visit the KEMRI web site www.kemri.go.ke for more details on the advertisement.

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.

Only those shortlisted will be contacted.