



*In Search of Better Health*  
**KENYA MEDICAL RESEARCH INSTITUTE  
VACANCY ANNOUNCEMENT**

**Project description:** The Family Health Unit (FHU) is a division within Kenya Medical Research Institute (KEMRI) Centre for global health research (CGHR). Currently, FHU conduct research in Child Health and Mortality Prevention Surveillance (CHAMPS) and Pregnancy Surveillance platform studies that seek to collect high quality and accurate information on pregnancy processes, complications encountered during pregnancy, pregnancy outcomes, pregnancy risk stratification. Pregnancy Risk, Infant Surveillance and Measurement Alliance (PRISMA) project has opportunity in the following field. FHU has the following vacancy:

**Position:** Administrative Assistant, Job Group **KMR 8, (1 position)**

**Reports to:** Administrative Officer

**Location:** Kisumu

**a) Job Specifications**

- Participate in preparation of budget on project supplies, workshops and conferences, study participants' reimbursements and request on transport.
- Document project vehicle mileage, track and update reports on vehicle maintenance
- Work with the field team leads to request and make follow-up on procurement of goods and services through ERP and eRequestor. S/he must ascertain goods and services are delivered on time, with stated specification, standard and verify invoices against goods delivered.
- Assist in verification of invoices and bills from the field office before payments are made.
- Ensure frequent update of stock database to show both stock-in and out.
- Coordinate all project supplies and field activities.
- Ensure day-to-day smooth operations of administrative functions of the department.
- Undertake other duties as may be assigned by the immediate supervisor.

**b) Person Specification**

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

- i. Diploma in Business Administration, Management and Project Planning or any other relevant and equivalent qualification from a recognized institution.
- ii. Proficiency in computer applications;
- iii. Fluent in English and Kiswahili, both spoken and written.

### c) Key Skills and Competencies

- i. Planning skills
- ii. Communication and reporting skills
- iii. Interpersonal skills
- iv. Team player

**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.

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 [www.kemri.go.ke/e-recruitment](http://www.kemri.go.ke/e-recruitment) - E-Recruitment Portal on or before 23<sup>rd</sup> JULY, 2024, 5.00 p.m.

Please visit the KEMRI web site [www.kemri.go.ke](http://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 short-listed candidates will be contacted.***