



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

**Project description:** The Centre for Global Health Research at the Kenya Medical Research Institute (KEMRI) conduct a study on climate change and health, with focus on understanding the effect of heat stress on health work capacity among vulnerable populations. The project has a vacancy as follows:

**Position:** Data Clerk (Community Interviewer) **Job Group/KMR 10 (1 position)**

**Location:** Wagai, Siaya County

**Reports to:** Study Coordinator

**a) Job Descriptions**

The duties and responsibilities of the officer will entail: -

- Identify and approach potential participants for the study;
- Provide detailed explanations about the study, its purpose, procedures, and potential benefits/risks;
- Administer the informed consent process to willing participants;
- Conduct structured interviews with study participants using standardized questionnaires;
- Perform spirometry tests to assess lung function in participants (training will be provided);
- Measure and record participants' height, weight, body mass index (BMI), and other relevant anthropometric data;
- Accurately enter collected data into a tablet computer;
- Regularly synchronize data with the central server to ensure data integrity and availability;
- Follow all study protocols, procedures, and ethical guidelines;
- Generate detailed weekly summaries of study progress;
- Maintain organized records and documentation of all study-related activities;
- Assist in other administrative tasks as required by the study coordinator.

**b) Person Specifications**

- Be a holder of KCSE mean grade D+ and above or its equivalent from a recognized institution;
- At least one year of experience in data entry/interviewing
- Have a GCP certificate;
- Proficiency in computer application;
- Experience working in a hospital setting and research field.

**c) Key Skills and Competencies**

- i. Planning and Organization Skills
- ii. Communication Skills
- iii. Interpersonal Skills
- iv. Ability to work independently and as part of a team
- v. Attention to detail and accuracy in data collection and entry

- vi. Problem-solving skills and the ability to handle challenges in the field
- 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 as per the stated scale and applicable scheme of service.

**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 addressed to Deputy Director, CGHR, P. O. Box 1578-40100 Kisumu and submitted through **KEMRI Website [www.kemri.go.ke/e-recruitment](http://www.kemri.go.ke/e-recruitment)** on or before **24<sup>th</sup> July, 2024** latest 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; WOMEN AND PERSONS WHO ARE ABLED DIFFERENTLY ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS SELECTION PROCESS INCLUDING APPLICATION, INTERVIEW MEETING AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY TO RELEVANT AUTHORITY**

*Only short-listed candidates will be contacted.*