In Search of Better Health

KENYA MEDICAL RESERCH INSTITUTE

VACANCY ANNOUNCEMENT

Background Information:

The Kenya Medical Research Institute (KEMRI), in collaboration with the University of California, San Francisco through an NIH funded grant set up a Study, SEARCH-SAPPHIRE trial, aimed at piloting HIV treatment and prevention interventions with the goal of further reducing HIV incidence following the successes recorded in the SEARCH trial.

The study is ongoing, conducted in Homabay and Migori counties and it's seeking highly motivated and qualified candidate to fill up the following positions as outlined below.

Position: Regulatory Coordinator KMR/5 (1 Position)

Reports to: Study Coordinator
Locations: Suba/Rongo
Duration: 8 Months Renewable contract

Duties and responsibilities:

The Regulatory Coordinator is immediately responsible for all aspect of the ensuring regulatory compliance of the study intervention. Specifically, below are the key responsibilities:

i. Leading development and maintenance of Study Master File/Investigator Site Files;
ii. Preparing the sites for external study monitoring visits and writing post visit reports;
iii. Acts for and on behalf of the study Coordinator with regards to regulatory compliance;
iv. Works together with the study coordinators/HoDs in ensuring timely submissions to KEMRI SERU/PPB;
v. Oversee maintenance of Trial Master File and/or Investigator Site File (ISF);
vi. Maintaining up to date regulatory binders for the study including the Study Master File (SMF) essential documents, delegation of duties log, training files;
vii. Planning and conducting internal site monitoring for the study and following up on proposed action plans;
viii. Working with external monitors during monitoring visits and spearheading resolution of monitoring visit clarification forms.

Minimum Qualifications:

i. Bachelor's Degree in Social sciences from a recognized University. A relevant Master's Degree will be an added advantage
ii. Additional training in a management related field and research ethics is an added advantage
iii. Mandatory 2 years of busy Proven clinical research experience working on ethical/regulatory submissions to applicable IRBs.
iv. Valid practicing license where applicable

Desirable Qualities:

i. Comfortable with paperwork with a strong bias towards GCP/GCLP reviews
ii. Excellent record keeping and filing skills
iii. Exceptional reporting and report writing skills in relation to research studies

iv. Ability to multitask, problem solve, and work with others to resolve challenges.
v. Strong communication, training/teaching, leadership skills
vi. Excellent organizational skills and demonstrated competence with managing administrative records.
vii. Excellent interpersonal and communication skills; able to communicate effectively both orally and in writing
viii. Ability to monitor, gather and evaluate information of broad scope and complexity

All the applications to be done through KEMRI Website www.kemri.go.ke/e-recruitment- E-Recruitment Portal on or before 4th September, 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 COMMITED 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 Shortlisted will be contacted.