



In Search of Better Health

KENYA MEDICAL RESEARCH INSTITUTE VACANCY ANNOUNCEMENT

Project description: The Kenya Medical Research Institute and in collaboration with the Liverpool School of Tropical Medicine conduct research activities related to malaria, HIV, tuberculosis and other diseases. Due to its continued growth, the program has the following vacancy in Maternal and new born health intervention research.

Position: Senior Research Administrator, **Job Group KMR 5**, (1 position)

Location: Kisumu, Siaya and Homa Bay

Reporting to: PI

Job Summary

The Senior Research Administrator will manage maternal health research studies, focusing on immunization and malaria during pregnancy. Working with investigators, they'll oversee stakeholder engagement, protocol development, and staff training. Key duties include reviewing procedures and forms, coordinating fieldwork across sites, and managing protocol submissions. They will oversee centralized functions for the maternal immunization and pregnancy studies, including data management coordination between institutions. This role requires a competent individual capable of managing complex research projects and taking initiative.

a) Job Specifications

- i. Manage all aspects of maternal health research studies, including stakeholder engagement, study setup, and field activities across multiple sites.
- ii. Oversee regulatory compliance, including obtaining approvals, managing protocol amendments, and SAE submissions.
- iii. Develop and review study protocols, case report forms (CRFs), and standard operating procedures (SOPs).
- iv. Recruit, train, and supervise study staff, including clinicians and nurses, on clinical protocols.
- v. Monitor and evaluate participant recruitment, retention, and data completeness, providing regular feedback to Principal Investigators.
- vi. Coordinate with data management teams to ensure data quality and resolve queries promptly.
- vii. Organize and facilitate meetings with internal staff, external collaborators, and relevant boards/committees.

- viii. Manage study budgets and resources, both internally and externally.
- ix. Conduct staff performance appraisals and ensure ongoing professional development.
- x. Maintain excellent relationships with study participants, their communities, and all project stakeholders.

b) Person Specifications

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

- i. At least four (4) years relevant working experience; atleast 3 years experience in field research with maternal and child health.
- ii. Knowledge of guidelines/procedures on management of projects,
- iii. Bachelor's Degree in any of the following disciplines: - Biomedical Sciences, Medical Sciences, Public Health from a recognized institution,
- iv. Master's Degree in any of the following disciplines: - Medical Sciences, epidemiology, Public Health, nursing from a recognized institution.
- v. Proven experience liaising with or working closely with MOH/county health to deliver projects.
- vi. Proven experience in project management including use of project planner software.

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 -E-Recruitment Portal on or before 11th September, 2024, 5.00 p.m.

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

Only Short listed 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.

