



In Search of Better Health

KENYA MEDICAL RESEARCH INSTITUTE

EXTERNAL VACANCY ANNOUNCEMENTS

The Kenya Medical Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya, Science Technology and Innovation Act, 2013 and currently under KEMRI Order 2021 as the national body responsible for carrying out research in human health in Kenya. KEMRI's vision is "to be a leading Centre of excellence in human health research" and its mission is "to improve human health and quality of life through research, capacity building and service delivery".

KEMRI seeks to recruit a dynamic, innovative and experienced person to fill the following position;

1. DIRECTOR, RESEARCH AND DEVELOPMENT, JOB GROUP, KMR 2

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Develop and ensure implementation of the institute research and health policy to ensure provision of evidence based health solutions through policy and products at national regional and global level;
- ii. Provide strategic leadership and administrative management of the Research and Development directorate;
- iii. Establish strategic partnerships for research, innovations, and technology transfer;
- iv. Coordination of research review, management and reporting;
- v. Guide in the development of research proposals;
- vi. Promotion of innovation and technology transfer and product development;
- vii. Coordination of research activities and operations through Centres;
- viii. Coordination of clinical services, trial sites, hospitals and specialized Services;
- ix. Overseeing disease surveillance and epidemiological platforms;

- x. Oversee the development, implementation and co-ordination of research staff training programs and capacity building activities in the Institute;
- xi. Facilitate dissemination, translation and implementation of research findings; interpreting the Science and Technology Act and other relevant statutes in relation to the Institute;
- xii. Ensuring prudent resource management and compliance to budgetary requirements and financial reporting;
- xiii. Ensuring maintenance of accurate and up to database of all Research assets including research projects and intellectual properties;
- xiv. Ensure the co- ordination of activities and operations of research centres;
- xv. Ensuring compliance to research policy, regulation, standards and guidelines;
- xvi. Spearheading partnerships, collaborations and links with professional institutions and related bodies in advancing the Institute's interest.

b. Person Specifications

- i. At least twelve (12) years relevant work experience five (5) of which should have been in management position;
- ii. Bachelor's degree in any of the following fields;- Medicine, Dentistry, Veterinary Medicine, Pharmacy Biomedical Sciences, Public Health or any relevant Social Science or equivalent qualifications from a recognized Institution;
- iii. Master's degree in any of the following fields;-, Clinical Medicine/ Surgery/ Dentistry, Veterinary Medicine, Pharmacy, Biomedical Sciences, Public Health, Community Health, Epidemiology, any relevant Social Science, or equivalent qualifications from a recognized institution;
- iv. Doctor of Philosophy degree in any of the following fields:- Biomedical Sciences, Public Health, Clinical Medicine/ Surgery/Community Health, Epidemiology or any relevant Social Sciences from a recognized institution;
- v. Developed at least twenty(20) proposals, ten(10) of which have been funded;
- vi. Published at least twenty (20) articles in refereed journals with at least ten (10) articles as the first or lead author;
- vii. Leadership course lasting not less four (4) weeks (cumulative);
- viii. Membership to a professional body where applicable;
- ix. Proficiency in computer application

c. Key Skills and Competencies

- i. Leadership skills
- ii. Communication skills

- iii. Mentorship Skills
- iv. Problem solving,
- v. Conflict management
- vi. Interpersonal skills
- vii. Organizational skills
- viii. Negotiation skill
- ix. Team building

Terms of Employment: Contract term of four (4) years renewable once based on performance.

2. DIRECTOR, SCIENTIFIC PROGRAM, PARTNERSHIP AND GRANT MANAGEMENT, JOB GROUP, KMR 2

a. Job Specification

The duties and responsibilities of the officer will entail:-

- i. Coordinate all the research activities that are carried out in the Institute, advice on policy that will contribute towards realization of Equitable, Affordable and Quality Health Care.
- ii. Provide support in research financing and development of sustainable research and grants management capacity, and creation of effective synergy and networks within KEMRI, and with donors and partners in the public and private sector.
- iii. Ensure efficient and effective grant compliance and financial management of research funds based on donor and the institutional policies and guidelines.
- iv. Coordinate research for human health in the devolved system of Government. In contributing towards realization of Equitable, Affordable and Quality Health Care of the Highest Standard as enshrined in the Constitution of Kenya 2010 and the Country's blue print, Vision 2030, KEMRI has developed a comprehensive framework, under which the Institute will carry out research, capacity building and service delivery in the country's forty seven Counties.
- v. Coordinate the Scientific Research Programs in Institute
- vi. Coordinate Grants Management of the Institute.
- vii. Coordinate Country Cluster Coordinators.
- viii. Promote, coordinate and advance all research collaborations and partnership.
- ix. Liaise with Government Ministries, other research Institutions, the Universities, the National Council for Science and Technology and Innovations (NACOSTI) and other organization on research collaboration activities.
- x. Coordinate Research related Vision 2030 committee and activities

- xi. Promote partnership and collaboration, and ensure efficient and effective technical cooperation.
- xii. Coordinate the Planning and execution of national, regional and international collaborative activities of ESACIPAC.
- xiii. Develop and review collaborative MOUs and agreements with partners.
- xiv. Develop and review MOUs and Service Level Agreements (SLAs) with county Governments and other relevant partners.
- xv. Coordinate routine meetings with collaborators, partners and other stakeholders to thrush out issues of mutual concern.
- xvi. Initiate development of policies that will enhance funding for research programs
- xvii. Develop strategies that Attract research grant income, and other income, from a variety of sources, for research and capacity building efforts towards financial sustainability of the Institute.

b. Person Specification

- i. At least twelve (12) years relevant work experience five (5) of which should have been in management position;
- ii. Bachelor's Degree in any of the following disciplines:- Biomedical Sciences, Analytical Chemistry, Applied Sciences, Public Health, any relevant Social Science, or equivalent qualifications from a recognized institution;
- iii. Master's Degree in any of the following disciplines:- Biomedical Sciences, Analytical Chemistry, Applied Sciences, Public Health, any relevant Social Science, or equivalent qualifications from a recognized institution;
- iv. Doctorate degree in any of the following disciplines:- Biomedical Sciences, Analytical Chemistry, Applied Sciences, Public Health, any relevant Social Science, or equivalent qualifications from a recognized institution;
- v. Developed at least twenty (20) proposals, ten(10) of which have been funded;
- vi. Published at least twenty (20) articles in refereed journals with at least ten (10) articles as the first or lead author;
- vii. Leadership Course not lasting less than four (4) weeks from a recognized institution;
- viii. Professional qualification and membership where applicable.
- ix. Proficiency in computer applications.

c. Key Skills and Competencies

- i. Demonstrated experience in developing strong partnerships with government partners, donors and collaborating institutions
- ii. Demonstrated leadership skills including the ability to motivate staff and build strong teams.

- iii. Demonstrated skills and success in leading a high-performance team in a deadline-driven, customer service organization, setting and achieving goals and results.
- iv. Excellent conceptual, analytical, documentation and presentation skills.
- v. Excellent verbal and written communication skills with a wide variety of audiences including high-level stakeholders, partners, funders, researchers, administrators, etc.
- vi. Successful experience in negotiating and managing contractual research relationships with industry, government, and other funding sources as well as with researchers who represent varied and multi-faceted fields of study.
- vii. Critical thinking skills, with proven ability to interpret and communicate policy.
- viii. Ability to work in a changing environment and deal effectively with ambiguity.
- ix. Flexibility and a positive approach towards change.

Terms of Employment: Contract term of four (4) years renewable once based on performance.

3. DIRECTOR STRATEGY AND COMPLIANCE, JOB GROUP, KMR 2

a. Job Specifications

The duties and responsibilities of the director will entail -

- i. Provide leadership within the directorate;
- ii. Direct quality assurance of all research processes and activities;
- iii. Direct the conduct of research in Quality assurance, assessment and monitoring learners' achievement;
- iv. Initiating collaborations and partnerships with other institutions with respect to quality assurance and planning;
- v. Provide leadership in strategic budget development and reviews;
- vi. Direct the development, implementation, evaluation and review of the Institute's Strategic Plan;
- vii. Coordinating the development, monitoring and evaluation of the Institute's strategies, work-plans and QA programs;
- viii. Providing leadership during preparation and implementation of the Institute's performance contract;
- ix. Coordinate roll out and management of Quality Assurance standards and plans;
- x. Coordinating review, implementation and improvement of Quality Management System including risk and Knowledge Management;
- xi. Advising management on policies and strategies relating to planning, resource mobilization, performance management, quality assurance, risk management;

- xii. Develop, implement and monitor internal controls and risk management strategy to minimize losses incurred by the institute arising from exposure to risks
- xiii. Coordinate identification and implementation of vision 2030 flagship projects geared towards realization of Sustainable Development Goals (SDGs)
- xiv. Coordinate development of a comprehensive capital/infrastructural needs
- xv. Assessment in consultation with user centres /departments and prioritizes projects in line with Institute's Strategic Plan, Medium Term Plan and Vision 2030.
- xvi. Develop, establish and maintain an institute up-to-date Master-database for Research and support activities
- xvii. Guide in the development, implementation and application of modern techniques in Monitoring and Evaluation systems for research and capacity building programs.
- xviii. Coordinate operations research and conduct surveys for additional strategic information for decision making
- xix. Co-ordinate risk management in the Institute;

b. Person Specification

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

- i. At least twelve (12) years relevant work experience five (5) of which should have been in senior management position;
- ii. Master's degree in any of the following disciplines:, Economics, Statistics, Mathematics, Public Health, Business Administration(Strategic Management), Public Policy, Project Planning and Management or any other relevant qualification from a recognized institution;
- iii. Bachelor's degree in a Biomedical science field or any of the following disciplines:, Economics, Statistics, Mathematics or any other relevant qualification from a recognized institution;
- iv. Post graduate Diploma in Planning, Strategic Management or any other relevant field from a recognized Institution;
- v. Leadership Course lasting not less than four (4) weeks from a recognized institution.
- vi. Membership to a professional body where applicable.
- vii. Proficiency in Computer Application;
- viii. Demonstrated professional competence as reflected in work performance and results; and

c. Key Skills and Competencies

- i. Strategic, innovative and analytical skills;

- ii. Communication and reporting skills;
- iii. Planning, problem solving and analytical skills;
- iv. Leadership and managerial skill;
- v. Mentoring and coaching skills;
- vi. Attention to detail;
- vii. Interpersonal and negotiation skills.

Terms of Employment: Contract term of four (4) years renewable once based on performance.

4. CORPORATION SECRETARY AND DIRECTOR LEGAL SERVICES JOB GROUP KMR 2

a. Job Specifications

The functions of the office of Corporation Secretary and Director Legal Services entail:

- i. Providing guidance to the Board on their duties, responsibilities and powers and how these should be exercised in the best interest of the Institute;
- ii. Facilitate planning of all KEMRI Board of Management activities to ensure that they aligned to the Institutes' strategies all relevant Government directives.
- iii. Coordinate evaluations of performance of board members and board development programs;
- iv. Offer guidance to the Director, KEMRI and top Management in preparation of Board papers.
- v. Providing secretarial services to the Board including ensuring that the minutes of the Board and board committees are promptly prepared and circulated;
- vi. Custody of the seal and a record of its usage;
- vii. Offer guidance to the Institute on matters touching on investigations of the Institute by external agencies to ensure that the Institute's image and interest are secure.
- viii. Formulating policy and Providing advice on legal and corporate matters to the Institute through interpretation and writing legal opinions;
- ix. Ensuring that Legal Audit Compliance is carried out to confirm legal compliance with national, regional and international legal requirements;
- x. Developing and reviewing relevant regulatory Legal framework for the better implementation of the Institute's mandate;
- xi. Drafting and reviewing contracts, Service Level Agreements, Memorandum of Understanding, leases and other legal documents to ensure compliance to statutory requirements and the Institute's policies;

- xii. Coordinating and ensuring representation of the Institute in courts or other judicial authorities;
- xiii. Reviewing and providing advice on legal risk at the Institute;
- xiv. Managing litigation and review progress of outstanding litigation;
- xv. Liaising and managing external lawyers for the Institute;
- xvi. Management of intellectual property rights aspects of the institution.
- xvii. Contract negotiation with external parties
- xviii. Initiation of legal action and defense on behalf of the Board of Management;

b. Person Specifications

For appointment to this grade, an officer must have:-

- i. At least twelve (12) years' relevant work experience five (5) of which must have been in management position;
- ii. Bachelor of Laws degree from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Law, Business Administration, Public Administration, or equivalent qualifications from a recognized institution;
- iv. Certified Public Secretary (K) or its equivalent qualification from a recognized institution;
- v. Membership to the Law Society of Kenya (LSK) and Institute of Certified Public Secretaries of Kenya (ICPS (K)).
- vi. Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- vii. Admitted as an Advocate of the High Court of Kenya;
- viii. Valid practicing license;
- ix. Leadership Course lasting not less than six (6) weeks from a recognized institution;
- x. Proficiency in computer applications;
- xi. Demonstrated professional competence and administrative capability as reflected in work performance and results

c. Key Skills and Competencies

- i. Analytical skills
- ii. Strong communication and reporting skills
- iii. Mentoring, coaching and leadership skills
- iv. Interpersonal and negotiation skills
- v. Integrity

- vi. Team player

Terms of Employment: Contract term of four (4) years renewable once based on performance.

5. DEPUTY DIRECTOR, COMMERCIAL ENTERPRISES, JOB GROUP KMR 3

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. In liaison with the Director, providing strategic leadership, policy direction and oversight of all revenue generation activities performed by officers in this cadre;
- ii. Identifying potential areas of revenue generation within the Institute;
- iii. Leading and initiating preparation and deployment of appropriate business contractual documents;
- iv. Conducting periodic review of contractual documents to suit prevailing circumstances;
- v. Overseeing the preparation and continual reviewing of a comprehensive database of current and potential business collaborations required to deliver KCE mandate;
- vi. Overseeing the preparation and continual reviewing of a comprehensive database of current and potential business partners required to deliver the Institute's mandate;
- vii. Providing overall leadership of scheduled meetings with business partners to discuss achievements, challenges and mutually agreed on the way-forward;
- viii. Providing innovative leadership in devising new approaches to identifying and engaging non-conventional business partners and funding agencies to help diversify and broaden KEMRI revenue kitty;
- ix. Providing custodianship of all records and overseeing dissemination of regular reports and updates on ongoing and prospective business initiatives;
- x. In liaison with the Director and other relevant departments, participating in the recruitment of Officers in this cadre;
- xi. Exercising overall supervision and appraisal of all the Officers in this cadre;
- xii. Performing any other duties and responsibilities as may be assigned by the Director from time to time

b. Person Specification

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

- i. At least twelve (12) years relevant work experience four (4) of which should have been

in management position;

- ii. Bachelor Degree in any of the following fields: Commerce (Marketing OR Finance Option), Business Administration (Marketing OR Finance Option), Marketing or any other relevant Social Sciences from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Marketing, Business Administration, or equivalent qualification from a recognized institution;
- iv. Post graduate Diploma in Marketing/Sales Management;
- v. Membership to relevant professional body;
- vi. Leadership Course lasting not less four (4) weeks from a recognized institution;
- vii. Proficiency in computer application;
- viii. Demonstrated professional competence and ability as reflected in work performance and results; and

c. Key Skills and Competencies

- i. Strategic, innovative and analytical skills;
- ii. Leadership and managerial skill;
- iii. Business Planning and Execution expertise;
- iv. Proposal writing and fundraising skills;
- v. Communication and reporting skills;
- vi. Interpersonal and negotiation skills;

Terms of Employment: Permanent and pensionable

6. PRINCIPAL SECURITY OFFICER, JOB GROUP, KMR 4

a) Job Specifications

The duties and responsibilities of the officer at this level will entail:-

- i. Initiating the development and enforcement of security policies and standards in line with the operating framework;
- ii. Implementing the following security measures in full
- iii. Security Communication
- iv. Preparing Security Intelligence, and investigation Reports

- v. Monitoring and evaluating the implementation of the security strategy in line with policies, processes and procedures to deliver business objective;
- vi. Coordinating continuous information gathering and intelligence analysis with a view to developing preventive measures for enhanced security of the Institute assets and operations;

- vii. Initiating training and monitoring outsourced security service providers to meet Institute security objectives and enhance performance;
- vii. Initiating preparation of security training programs and
- ix. Carrying out sensitization initiatives to enhance compliance with security standards and policies;
- x. Ensuring incident response planning and investigation of security violations, contributing to disciplinary and legal matters associated with such violations as necessary;
- xi. Developing an up to date databank of security incidents and trends and reporting for management information and security action;
- xiii. Initiating programs and measures to prevent and eliminate encroachment; and
- xiv. Preparing and monitoring the section's budgets.

b) Person Specifications

For appointment to this grade, a candidate must have:

- i. At least eight (8) years relevant work experience three (3) of which should have been in supervisory role;
- ii. Bachelor's degree in Security Management or equivalent qualification from a recognized institution;
- iii. Master's degree in Security Management, Criminology or any relevant and equivalent qualification from a recognized institution.
- iv. Served in the National Police Services, National Defense Forces and any other Disciplined Forces for a period of at least four (4) years.

OR

Diploma in Criminology or any other relevant and equivalent from a recognized institution.

OR

Higher National Diploma in Criminology or any other relevant and equivalent from a recognized institution.

- v. Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership to Professional body;
- vii. Membership to any one of the following Security Professional groups: - American Society for Industrial Security (ASIS), The Association of Fire Arm and Tool mark Examiners (AFTE).
- viii. Proficiency in Computer applications;

- ix. Demonstrated professional competence and ability as reflected in work performance and results

c) Key Skills and Competencies

- i. Excellent analytical and interpersonal skills
- ii. Strategic thinking and Analytical skills
- iii. Strong Communication and reporting skills
- iv. Strong managerial skills and ability to lead teams
- v. Mentoring, coaching and leadership skills
- vi. Interpersonal and negotiation skills
- vii. Team player
- viii. Investigative skills

Terms of Employment: Permanent and pensionable.

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 **13th May, 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 offerletter. If asked for a fee, report such requests immediately.

Only shortlisted candidates will be contacted