

Clerical Officer (Community Interviewer) at Kenya Medical Research Institute – KEMRI

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Job Description

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Kenya Medical Research Institute (KEMRI) is a State Corporation established through the Science and Technology (Amendment) Act of , which has since been amended to Science, Technology and Innovation Act . The Act established KEMRI as a National body responsible for carrying out health research in Kenya.

Vacancy No. CGHR//04/23

SUMMARY :

Reporting to the study coordinator the field technician will be responsible for consenting, follow up and retention of study participants. S/he must be flexible and work within the existing structure, in a professional and ethical manner with competence, accountability and integrity.

SPECIFIC TASKS AND RESPONSIBILITIES

Assist in identification of potential participants

Consent and recruit eligible participants

Schedule participants for follow ups

Complete study forms accurately & completely

Ensure the required supplies and tools are available for own use in good time

Work closely with the data team to resolve queries

Maintain strict confidentiality of sensitive research information

Participate in monthly program meetings

Perform any other duties assigned/delegated by the study management.

REQUIREMENTS

QUALIFICATIONS

Kenya Certificate of Secondary Education grade D+ (plus)

Be in possession of GCP certificate

Be able to ride a motorcycle and in possession of a valid rider license

Have experience in electronic data collection gadgets e.g smartphone, tablets

Be a resident or willing to live and work in the study site

DESIRED QUALITIES

Attention to details

Ability to write brief reports

Excellent interpersonal skills

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