



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL (KUTRRH)

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CAREER OPPORTUNITIES JOB ADVERT FOR VACANT POSITIONS IN KUTRRH

Kenyatta University Teaching, Referral and Research Hospital (KUTRRH) is a State Corporation registered under Legal Notice Number 4 of 25th January 2019. KUTRRH seeks to engage qualified staff on a **five (5) year performance-based renewable contract** for the positions listed below. Applicants must demonstrate diligence, commitment and a positive attitude.

1. Research Manager – V/FT/65/2022 - (1 post)

Job Description

Reporting to the Deputy Director Research and Clinical Trials. The Research Managers' job exists to coordinate and provide project management and oversight services to ongoing projects within the hospital to ensure that projects are delivered on time and produce the desired results.

Duties and responsibilities

- i. Coordinate and execute assigned research projects.
- ii. Lead research team to complete projects within allotted timelines and budgets.
- iii. Address project issues and escalate complex issues to management.
- iv. Demonstrable capacity in strategic thinking and excellent administrative and managerial skills.
- v. Proper understanding of financial management, good public relations and resource mobilization skills.
- vi. Perform day-to-day management of project team and address any team issues promptly.
- vii. Act as primary contact for client communications.
- viii. Report project progress, status, and issues if any to the Principal Investigator on regular basis.
- ix. Work with management to prepare project plan, budget and schedules.

Qualifications

- i. Bachelor's degree in Biomedical Sciences, Analytical Chemistry, Applied Sciences, Public Health, or any related field.
- ii. Master's degree in any of the mentioned fields
- iii. A PhD in a relevant field
- iv. At least seven (7) years of experience in Research, Innovation and project management, preferably within a reputable organization
- v. Monitoring and evaluation skills desirable
- vi. Excellent organizational, analytical and problem-solving skills, and attention to detail; Demonstrated capacity to effectively communicate via writing, public speaking and interpersonal interactions.
- vii. Knowledge of fundraising and grant writing techniques
- viii. Knowledge of writing scientific proposals and papers
- ix. Knowledge of Budget Management

Soft Skills Required

- i. Communication skills
- ii. Team Management skills
- iii. Analytical thinking skills

- iv. Problem solving skills
- v. Organizational skills
- vi. Decision-Making skills
- vii. Compassionate
- viii. Organizational skills
- ix. Ability to work under pressure

2. Research Officer – V/FT/66/2022 - (3posts)

Job description

Reporting to the Research Manager, the job holder will be responsible for Coordinating research projects from the early planning stages to project completion.

Duties and responsibilities

- i. With guidance from the Research Manager (RM), initiate planning for the project (Operational Planning, Budgeting)
- ii. Participating in developing project proposals and project documentation
- iii. Assist RM to develop work plans with partners if necessary.
- iv. Data collection and computation
- v. Support in monitoring and evaluating research projects.
- vi. Coordinating and handling the master files for clinical research being done in the hospital.
- vii. Coordinate with the team and partner to conduct capacity-building training for partners.
- viii. Prepare project documentation and research reports for management review
- ix. Ensure transparency, ethical conduct, and efficiency in project implementation
- x. Reporting on project activities and expenditure as requested by the RM and according to project timeframes
- xi. Preparing monthly, quarterly, and annual reports.
- xii. Prepare and participate in periodical meetings
- xiii. Provide the Communications officer with contacts for database (donors, consultants, networks)
- xiv. Coordinate with research teams in the documentation of projects' achievements

Qualifications

- i. Bachelor's degree in Biomedical Sciences, Analytical Chemistry, Applied Sciences, Public Health, or any related field.
- ii. Master's in a relevant field
- iii. At least 3 years of experience in development projects, preferably within a reputable organization
- iv. Monitoring and evaluation skills desirable
- v. Excellent organizational, analytical, and problem-solving skills, and attention to detail; Demonstrated capacity to effectively communicate via writing, public speaking, and interpersonal interactions.

3. Grant Administrator – V/FT/67/2022 - (1 post)

Job description

An officer at this level will work under the supervision of the Grant manager.

Duties and responsibilities

- i. Handling of Incoming Grant Applications
- ii. Confirm receipt of grant applications or inquiries and send out grant application forms where appropriate

- iii. Discuss new applications with the Grant Manager and request additional information from applicants when necessary
- iv. Enter applications in the database and update them as needed
- v. (Financial) Follow up of approved applications in accordance with procedures
- vi. Monitor and Updating for Project Database to ensure timely actions
- vii. General and Administrative Support of Grant Manager

Qualifications

- i. Bachelor's degree in any of the following disciplines: Business Management/Administration, Political Science, Anthropology, Sociology, Development Studies, International Relations, and Diplomacy or its equivalent qualification from a recognized institution.
- ii. Registration with relevant Professional/ Regulatory Body where applicable.
- iii. Proficiency in computer applications.
- iv. At least six (6) years of relevant work experience.

Soft Skills Required

- i. Effective communication skills (both written & verbal communication skills)
- ii. Good time management.
- iii. High standards of professional ethics.
- iv. Responsive, prompt, and effective provision of services.
- v. Team player.
- vi. Excellent interpersonal skills.
- vii. Client service support and public relations.
- viii. Project Management Skills

4. Senior Monitoring and Evaluation Officer - V/FT/68/2022 - (1 Post)

Job description

An officer at this level will report to the research manager. The officer will be responsible for coordinating all Monitoring & Evaluation related activities.

Duties and responsibilities

- i. Monitor all project activities, expenditures, and progress towards achieving the project output
- ii. Monitoring and evaluating the performance of the quality assurance process
- iii. Develop and strengthen monitoring, inspection policies and procedures
- iv. Develop M&E system for the Project and for the government counterpart/stakeholders
- v. Monitor and evaluate overall progress on achievement of results
- vi. Monitor the sustainability of the project's results

Qualifications

- i. A Bachelor's Degree in Economics, Mathematics, Statistics, Monitoring & Evaluation, project management, Demographics techniques, operation research, survey techniques, Strategy or relevant field from the recognized University.
- ii. A Master's Degree in the above fields
- iii. A minimum period of six (6) years of relevant work experience.
- iv. Having worked in a hospital setup will be an added advantage.
- v. A leadership or management course lasting not less than four (4) weeks.

- vi. Evidence of proficiency and knowledge in Computer Applications and statistical packages.

5. Monitoring and Evaluation Officer- V/FT/69/2022 - (1 post)

Job description

The Monitoring and Evaluation Officer will provide constant feedback to the Senior Monitoring Officer.

Duties and responsibilities

- i. Collating and analyzing performance data and charts against defined parameters.
- ii. Gathering relevant data and procuring statistical reports and measure the performance against set indicators.
- iii. Support monitoring and evaluation of the effects and impact of the project.
- iv. Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS.
- v. Assist the project personnel with M&E tools and in supporting them in their use.
- vi. Perform other duties as required:
 - Measurable Outputs and Performance Indicators
 - Preparation of monthly MIS reports.

Qualifications

- i. A Bachelor's Degree in Economics, Mathematics, Statistics, Monitoring & Evaluation, Demographics techniques, operation research, survey techniques, Strategy or relevant field from the recognized University.
- ii. A Master's Degree in the above fields will be an added advantage.
- iii. A minimum period of three (3) years of relevant work experience.
- iv. Having worked in a hospital setup will be an added advantage.
- v. Evidence of proficiency and knowledge in Computer Applications and statistical packages.

Key Skills and Competencies

- i. Excellent communication skills, both written and verbal
- ii. Ability to manage a team effectively
- iii. Excellent negotiation abilities
- iv. Creative thinking
- v. Good team working skills
- vi. Excellent problem-solving skills
- vii. Excellent interpersonal skills
- viii. A good knowledge of web and print-based marketing material
- ix. The ability to manage a team effectively
- x. Excellent negotiation skills

6. Data Officer – V/FT/70/2022 - 1(Post)

Job description

Responsible for monitoring, collating, and analyzing project performance data, ensuring it is accurate and adequately meets the reporting requirements of the Project Management team, Funder, and Evaluator.

Duties and Responsibilities

- i. Evaluate the statistical methods and procedures used to obtain data to ensure validity, applicability, efficiency, and accuracy.
- ii. Plan data collection methods for specific projects and determine the types and sizes of sample groups to be used.
- iii. Summarizes and interprets data into tabular and graphical formats amenable to principles of statistical inference and is responsible for the statistical component of reports describing studies, outcomes, and methods used.
- iv. Provides specifications and directions to the clinicians/statistical programmers.
- v. May partner in trial design and in establishing standards for clinical conduct, and the collection, management, and/or reporting of data.
- vi. Exchange information of facts, statuses, ideas, and issues to achieve objectives, and influence decision-making.

Minimum Qualification and Experience

- i. Bachelor's degree in applied Statistics, Economics, Mathematics, Social Science, or relevant fields from a reputable university.
- ii. Master's degree in any of the fields of study from a recognized university.
- iii. Minimum of three (3) years' work experience in the statistical field with a proven track record in statistical planning and implementation.
- iv. Experience in processing large data.
- v. Experience in handling of protected patient health information.
- vi. Experience in experimental design.
- vii. Experience writing or updating clinical reports/documents.

Key Skills and Competencies

- i. Technical Report writing skills
- ii. Numerical skills
- iii. Analytical skills
- iv. Written and verbal communication skills
- v. Good interpersonal skills
- vi. Project Management Skills.

7. Data analyst - V/FT/71/2022 - (2 posts)

Job description

The position of a Data Analytics Officer exists to help coordinate and provide specialized statistical solutions to the hospital.

Duties and Responsibilities

- i. Prepare the statistical component of protocols which meet project objectives, health authority guidelines, and clinical trial methodology standards.
- ii. Develops and/or apply statistical theories, methods, and software programs such as SPSS, SAS, R
- iii. Provides specifications and directions to the clinicians/statistical
- iv. May partner in trial design and in establishing standards for clinical conduct, and the collection, management and/or reporting.
- v. Present statistical results to non-statisticians

Qualifications

- i. Bachelor's degree in applied Statistics, Economics, Mathematics, Social Science or relevant fields from a reputable university.
- ii. Master's degree in any of the aforementioned fields of study from a recognized institution
- iii. Qualifications in Research Methods, Statistics, Qualitative and Quantitative Research Methods
- iv. Proficient in SPSS, SAS, R or STATA
- v. Experience in processing large data.
- vi. Experience in handling of protected patient health information
- vii. Experience in experimental design.
- viii. At least 3 years relevant work experience.

8. Statistician – V/FT/72/2022 - (1 post)

Job description

To provide statistical support for ongoing projects related to demography and field epidemiology.

Duties and Responsibilities

- i. Developing study analysis plan.
- ii. Providing advice on randomization and frequently observing randomization.
- iii. Liaising with trial and data analyst and data officer about data quality and missing data, verifying data accuracy and validity.
- iv. Scheduling and preparing reports of analyses for independent Data Monitoring Committees, Steering Committees, and publications.
- v. Actively interrogating the data for discrepancies, errors, and missing data, to verify the accuracy and validity of the data. Reporting and liaising with trial investigators, on the quality of the data and resolving any errors according to the study protocol.
- vi. Discussing and interpreting results with research team and collaborators in the trial/study.
- vii. Ensuring deadlines and project milestones relating to data and analyses are met, coordinating with other members of staff and external collaborators as necessary.

Qualifications

- i. A Bachelor's degree in mathematics or statistics
- ii. At least three (3) years' experience in a similar position with demonstrated research experience, preferably in the health sciences.
- iii. Excellent computer skills and familiarity with one or more statistical packages (including Stata, R, SPSS or SAS) plus knowledge of any SQL-compliant DBMS (e.g., MS-Access, MS-SQL, MySQL, Postgres, Oracle, DB2 etc).

If your background and competencies match the specifications of the above positions, please apply online via: www.kutrrh.go.ke/careers OR send hard copies of your *Application Letter, Curriculum Vitae, and Filled Application Form* and *Licence ONLY* to the address below:

The Chief Executive Officer
Kenyatta University Teaching, Referral & Research Hospital
P.O. Box 7674 – 00100 GPO
Nairobi Kenya

For all applications, please indicate the subject as follows: **JOB APPLICATION – [JOB REFERENCE NUMBER]**. Please note that you must attach the *Application Letter, CV, Filled Application Form, and licence* when you apply online via the portal.

The deadline for the receipt of all applications is **6th July 2022**.

Only shortlisted candidates will be contacted. All successful candidates must fulfill the requirements of Chapter Six of the Constitution of Kenya 2010, including;

- Certificate of good conduct from the Directorate of Criminal Investigations
- Clearance Certificate from the Higher Education Loans Board (for University graduates only)
- Tax Compliance Certificate from the KRA
- Clearance from Ethics & Anti-Corruption Commission
- A report from an approved Credit Reference Bureau

Any form of canvassing will lead to immediate disqualification.

KUTRRH is an Equal Opportunity Employer.

YOUTH, WOMEN AND PEOPLE LIVING WITH DISABILITY ARE ENCOURAGED TO APPLY