

## **JOB VACANCIES**

The Nyanza Reproductive Health Society (NRHS) is a non-profit organization with its headquarters in Kisumu dedicated to improving reproductive health of men and women. NRHS has several research projects related to HIV prevention and treatment as well as reproductive health.

NRHS is undertaking a research study to evaluate periodic presumptive treatment versus Doxycycline post-exposure prophylaxis for STI control among MSM in Kenya. The specific study activities include study recruitment, consenting, administering personal surveys, bio-specimen collection for STI, completion of focus group discussions and in-depth interviews with study participants and stakeholders. NRHS seeks highly qualified candidates for the following positions based in Kisumu:

### **JOB TITLE: Research Clinician**

**LOCATION:** Kisumu

**REPORTING TO:** Project Coordinator

#### **Duties & Responsibilities:**

- Collaborate with investigators, other clinicians, and health facility staff to achieve study goals.
- Screening participants for research eligibility, explaining research protocol, and administering consent to eligible clients.
- Screening and treatment of STIs, HIV and offering other reproductive health services as necessary.
- Collecting appropriate medical history and conducting physical examinations for study participants.
- Collecting biological specimen, including but not limited to blood, urine, and swabs.
- Ensuring proper maintenance of participants' records and accurate entry of data.
- Conduct recorded Focus Group Discussions (FGD) and qualitative interviews with study participants and stakeholders.
- Preparation of Study Operation Procedures and other required study documentation.
- Input data collected into an electronic database.
- Maintain operations by following policies and procedures; and reporting needed changes.
- Prepare and submit reports as needed.

#### **Qualifications and competencies**

- Diploma in Clinical Medicine and Surgery or equivalent
- Registered by the Clinical Officers Council and licensed to practice
- 1 year experience working in a busy research setup
- Experience working with key population
- Prior GCP and Human subjects training is desirable

**JOB TITLE: Laboratory Technologist**

LOCATIONS: Kisumu

**REPORTING TO:** Laboratory Manager

**Duties & Responsibilities:**

- Prepare laboratory equipment and specimen for tests.
- Assist in collecting specimen for and performing quantitative and qualitative laboratory analysis of blood, serum, urine, HVS, rectal swabs, oral swabs and other biological specimens from study participants.
- Laboratory tests will include, but not be limited to: light microscopy, culture and sensitivity testing, ELISA antibody testing, PCR testing and specimen staining.
- Keep proper and clear documents of tests performed and results as per protocol.
- Assist and participate in the collection and packaging of specimens for transfer to other laboratories.
- Monitoring and enforcing quality control measures in all laboratory procedures.
- Assist in the development and implementation of standard operating procedures

**Qualifications and competencies**

- Diploma in Medical Laboratory Technology or equivalent from recognized institution.
- Registered and licensed by relevant professional body.
- At least 1 year experience in research especially in PCR, ELISA, PBMCs processing.
- Certification in GCLP.
- Experience in research ethics.
- Proven ability to work independently.
- IATA Certification is an added advantage.

**JOB TITLE: Pharmaceutical technologist**

**LOCATION:** Kisumu

**REPORTING TO:** Project Coordinator

**Duties & Responsibilities:**

- Dispense study medications and other pharmaceuticals per study protocols and standard operating procedures (SOPs).
- Efficiently organizing the pharmacy to make the identification of investigation products easier and faster.
- Ensures good commodities management.
- Ensure utilization of EMR for dispensing of drugs.
- Preparation of Study Operation Procedures and other required study documentation.
- Maintaining full control over delivering, stocking, and labeling drugs and other products.
- Compilation of periodic required reports.
- Maintain accurate and up-to-date records of dispensed medications and participant files

**Qualifications and competencies**

- Diploma in Pharmaceutical technology from a recognized institution.
- Registered by the KPPB with a relevant practicing license.
- At least 2 years working experience and exposure to HIV care and treatment/TB dispensing
- At least 2 years of working experience in research studies.
- Certification in GCP or GPP is highly desirable.
- Experience working with key populations is desirable.

**JOB TITLE: Receptionist**

**LOCATION:** Kisumu

**REPORTING TO:** Project Coordinator

**Duties & Responsibilities:**

- Welcoming and assisting study participants as the first point of contact at the clinic.
- Maintaining participant visit schedules and ensuring appointments run smoothly.
- Managing and updating participant records and files with accuracy and confidentiality.
- Preparing and submitting reports as required by the management.
- Coordinating with clinic staff to support seamless operations.
- Order and maintain relevant office supplies for effectiveness of office duties.
- Assist with study documents and sensitive materials while maintaining confidentiality.
- Handle petty cash, documenting all transactions with accuracy and transparency.
- Responding to inquiries, both in person and via phone or email.
- Handling clerical duties as assigned.

**Qualifications and competencies**

- Diploma in Business Administration, business management or related field.
- Strong organizational and multitasking skills.
- Excellent interpersonal and communication skills.
- Proficiency in Microsoft office.
- Relevant experience working in a research environment.
- Experience with Key population or member of key population.

**JOB TITLE:** Hygiene Officer

**LOCATION:** Kisumu

**REPORTING TO:** Project Coordinator

**Duties & Responsibilities:**

- Cleaning and maintaining the hygiene of office premises, including workspaces, kitchens, and restrooms, to ensure a tidy and welcoming environment.
- Ensuring the tidiness of the facility's surroundings, including outdoor areas.
- Restocking office supplies such as soap, tissues, and cleaning products as needed.
- Running office errands, or delivering documents as required.
- Emptying trash bins and ensuring waste is properly disposed of according to facility guidelines.
- Opening and closing windows, turning off lights, and securing the office at the end of the day.

**Qualifications and competencies**

- KCSE Certification.
- Fluency in spoken and written English and Kiswahili.
- Knowledge of infection prevention and control measures.
- Past experience in a similar environment is desirable.
- Physically fit and able to handle manual tasks.

**Applications should include:**

- A CV detailing current work, prior experience, and qualifications including the areas described above, telephone and e-mail contact
- Names, telephone and e-mail contacts of at least 2 professional referees

Apply via [APPLICATION LINK \(https://forms.gle/h2hwf4iv8DxSotgaA\)](https://forms.gle/h2hwf4iv8DxSotgaA). Applications submitted on or before **7<sup>th</sup> February 2025** will receive preference.

For inquiries, feel free to reach us via [humanresources@nrhskenya.org](mailto:humanresources@nrhskenya.org).