



UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

RESEARCH ASSOCIATES; CENTRE FOR HEALTHCARE QUALITY AND INNOVATION (CHQI) PROJECT, HIP STUDY, ADVERT REF: (AD/3/15/25), 15 POSTS

The Project:

The HIP Study, based at the Faculty of Health Sciences (Centre for Healthcare Quality and Innovation), is seeking to hire 15 temporary Research Associates for a three-month period in Nairobi, Kiambu, and Kitui. The successful candidates will report to the Evaluation Team Lead.

Job Purpose:

Recruitment of study participants and data (qualitative and quantitative) data collection.

Duties and Responsibilities:

1. Operationalize study SOPs on site activation, data extraction, participant recruitment, and data collection.
2. Ensure compliance to study protocol and institutional guidelines.
3. Implement study activities including community engagement, information giving on study aims and procedures, obtaining informed consent and sample collection.
4. Maintain accurate records of research procedures, results, and observations to ensure transparency and reproducibility.
5. Provide study team with regular feedback on study activities.
6. Participate in regular team calls and meetings.
7. Other duties and responsibilities as may be assigned.

Job Specification:

1. Bachelor of Medicine and Bachelor of Surgery (MBChB) OR, Bachelor's degree in Clinical Health Sciences discipline with clinical research experience.
2. Master's degree in Humanities (Medical Sociology, Medical Anthropology, Health Economics).
3. Diploma in Health Professions with at least 3 years' experience in infectious diseases (HIV, TB) or NCD prevention and care.

Terms of Employment:

These are temporary, full time positions for an initial period of (three) 3 months with possibility of extension subject to IMMEDIATE availability & satisfactory performance.

Notes:

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded addressed to the Director, Human Resource, University of Nairobi;
3. Applicants should state their current designations, salaries and other benefits attached to those designations;
4. The application letter must bear the reference code indicated in the advertisement and HIP Study in the Subject Head of your email;
5. Late applications will not be considered;
6. Applications should be emailed as one file in PDF: recruit-gfncdhvip@uonbi.ac.ke

CLOSING DATE: APRIL 10, 2025

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**

Project Management Associate

Position: Project Management Associate
Location: Nairobi
Reports to: Ops and Management Lead
Duration: 3 months
Purpose: Operations and logistics support to the Study Teams

Responsibilities:

- Office Administration & Clerical Support
- Scheduling and logistics Management
- Management data entry and maintenance
- Handling invoices, expense reports, and reimbursements.
- Customer Service and Communication
- Office Supplies and equipment operations and maintenance

Position Requirements

Bachelor's degree in management discipline with at least 5 years' experience in similar role

Terms of Employment

These are temporary, full time positions for an initial period of (three) 3 months with possibility of extension subject to IMMEDIATE availability & satisfactory performance.

Applications

Applicants should send a resume (max. 2 pages, pdf) to acts@uonbi.ac.ke by CoB Thursday 27, March 2025. (Please Indicate HIP Study in the Subject Head of your email)