



## UNIVERSITY OF NAIROBI

### EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position

**SCHOLARLY COMMUNICATIONS COORDINATOR/EDITOR - KAVI - INSTITUTE OF CLINICAL RESEARCH (KAVI-ICR) - GAIN STUDY, ADVERT REF NO. AD/4/225/26 - 1 POST**

#### **Background of the GAIN Study:**

The Genetic Associations of INfertility (GAIN) Study is a multi-country research project aimed at identifying genetic and epigenetic markers associated with unexplained infertility in African females. Unexplained infertility is a significant and often under-researched health challenge affecting women across the continent. ObimboLab, in partnership with the KAVI-Institute of Clinical Research, is seeking a motivated and dedicated candidate to join the GAIN Study as a Scholarly Communications Coordinator/editor.

#### **Purpose of position:**

This is an excellent opportunity for a highly skilled Scholarly Communications Coordinator who will support the growing research.

#### **Duties and Responsibilities:**

The ideal candidate will be expected to:

1. Support researchers in transforming scientific work into clear, accurate, proposals, and reports.
2. Understand the scientific publishing process: preparing submissions, managing revisions, and communicating with journals.
3. Work with scientific data—ensuring consistency, accuracy, and organization.
4. Assist in developing and coordinating grant applications, timelines, and documentation.
5. Have strong writing, editing, and project-management skills.
6. Collaborate across diverse research teams and manage multiple projects.
7. Be organized, detail-oriented, and skilled at translating complex scientific ideas into polished written materials.

**Prerequisite skills:**

1. Writing and editing skills
2. Scientific and research literacy
3. Technical and software proficiency
4. Project management skills
5. Communication and collaboration
6. Attention to detail
7. Grant and proposal support

**Job Specifications:**

1. Masters degree in research intensive field in biomedical sciences
2. Strong preference for PhD Holders
3. Experience working with International funding bodies
4. Budget development skills
5. Knowledge of compliance and ethics requirements.
6. Has published in peer review journals.

**Terms of Appointment:**

This is a one-year full time contract.

**NOTES:**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, research experience and three (3) referees as well as indicating their telephone and e-mail contacts.
2. Cover Letter describing motivation and research interest.
3. Applications and related documents be addressed to the Director, Human Resource, University of Nairobi.
4. Applicants should state their current designations, salaries and other benefits attached to those designations.
5. The application letter must bear the reference code indicated in the advertisement.
6. Late applications will not be considered.
7. Applications should be emailed to as one file in PDF: [microbiometudy@uonbi.ac.ke](mailto:microbiometudy@uonbi.ac.ke)

**CLOSING DATE: MONDAY MAY 11, 2026**

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