



## JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Research Assistant
REPORTING TO	Monitoring, Evaluation and Research Manager
DEPARTMENT/UNIT	Monitoring, Evaluation and Research
DURATION OF CONTRACT	Two (2) years (Renewable)
DUTY STATION	Nairobi, Kenya

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation, currently implementing more than 150 programs which directly reach more than 20 million people across 35 countries in Africa. Headquartered in Nairobi, Kenya, Amref has fully-fledged offices in Ethiopia, Guinea, Ivory Coast, Kenya, Malawi, Tanzania, Uganda, Senegal, South Sudan, and Zambia; eleven advocacy and fundraising offices in Europe and North America; and a staff complement of over 1,500.

Our vision is to bring about *'Lasting health change in Africa'*, and our mission is *'To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

### JOB PURPOSE

The main purpose of this position is to be in charge of research administration, quality and compliance at Amref Ethics and Scientific Review Committee

### PRIMARY RESPONSIBILITIES

KEY AREA	ACTIVITIES
Support Amref Ethics and Scientific Review Committee (ESRC) Secretariat	<ul style="list-style-type: none"> <li>• Conduct preliminary review of research protocols submitted to the ESRC</li> <li>• Documentation: Prepares all ESRC letters, minutes, agendas, slides</li> <li>• Follow up on invoice requests</li> <li>• Receive all new protocols and ensures all required documents are submitted and share with Lead for initial review</li> <li>• Follow up with reviewers to ensure timely response</li> <li>• Ensures good filing and backup systems for all ESRC documents including letters, protocols, minutes, agenda</li> <li>• Operating the ESRC email and responding to ESRC emails with guidance from the secretariat lead</li> </ul>

KEY AREA	ACTIVITIES
	<ul style="list-style-type: none"> <li>• Submission of ESRC protocols for review and submission of comments to investigators within stipulated timelines</li> <li>• Logistics – Organizing ESRC meetings, transport etc</li> <li>• Maintaining the ESRC database</li> </ul>
<b>Monitoring Evaluation and Research</b>	<ul style="list-style-type: none"> <li>• Support any other MER activities as assigned by the supervisor</li> </ul>

## REQUIRED QUALIFICATIONS

### Education and Professional Qualifications

- Bachelor's degree in Social Science, Public Health, Statistics or any other related discipline
- Professional training in research methods, research ethics, research administration, monitoring and evaluation is an added advantage

### Required Qualifications and Experience

- 1-2 years of relevant experience in supporting Ethics and Scientific Committee
- Experience and knowledge of reporting procedures to National Commission of Science and Technology and Innovation, NACC
- Database management
- Experience and knowledge of data analysis competency using any of the following software – Excel, SPSS, STATA and EPI info

### Skills and Competencies

- Experience in a busy health NGO
- Experience working in Institute Review Board in Kenya
- Excellent database management skills
- Practical computer skills
- Strong team work skills
- Good communication and interpersonal skills

## HOW TO APPLY

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **February 17, 2023**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an [@amref.org](mailto:amref.org) address.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.*