



RESEARCH ASSISTANT VACANCY

The Kenya Cancer Association (KENCANSA) is a voluntary run non-profit making organization established in Kenya in 1995 and registered in 2005 as a Non-Governmental Organization after recognition that Cancer was emerging as a leading cause of death in the country. The organization though, had existed previously as part of the Ministry of Health since the 1980's.

KENCANSA prides itself in coordinating and providing leadership in efforts aimed at cancer control and reducing the burden of cancer in Kenya through: Cancer Education and Awareness, Research and Advocacy in the cancer field, Cancer Patient support and mobilizing stakeholders including the Government to prioritize Cancer in their planning, programming and budgeting.

KENCANSA is looking for 2 enthusiastic and motivated Research Assistants for a 9 month period to be based in Nairobi and Machakos. The research assistants will take part in an upcoming research for a cancer cohort study. They should have a commitment to improving lives and delivering solutions for quality cancer care by supporting and conducting data analysis, driving excellence and improving outcomes. Join us and make a difference as we envision, A Kenya without Cancer.

Purpose

Research Assistants will assist in the collection and analysis of research data. The research assistants will be responsible for administering questionnaires, conducting interviews, directing observation and transcribing notes during focus group discussion.

Key Duties and Responsibilities

- Participating in a data collector training.
- Administering interviews to the targeted respondents and completing the data collection tools.
- Pre-testing data collection instruments.
- Arranging for interviews with and locating target respondents.
- Assist in conducting research including data collection and compilation.
- Checking the completed data collection tools to ensure that all questions were asked and responses neatly and legibly recorded.
- Transcribing notes during focus group discussion.
- Prepare report documenting the field work and data collection process.
- Handle confidential and sensitive data with integrity.
- Perform other duties as assigned.

Qualification and Experience

- A minimum of a Bachelor's Degree in social sciences, public health, development studies or a related field.
- 2 years practical working experience in field data collection and data entry.
- Background in research and qualitative methods strongly desired.
- Have knowledge of the health structures in Nairobi and/or Machakos County.
- Proficiency in database management and the use of statistical analysis packages.
- Must be residents of the region where they are applying to be assigned to work.
- Excellent written and oral communication skills.
- Self-motivated and a high level of responsibility to complete tasks in a timely manner.
- Able to work efficiently without direct supervision.
- Must be physically fit and able to walk in difficult terrains.

Additional Skills

- Proficiency in Microsoft Office suite (Word, Access, Outlook, and Excel).
- Sound understanding of issues relating to cancer in Kenya.
- Knowledge of ethical issues relating to the conduct of research on human subjects.
- Good organizational skills including time management, scheduling, managing resource and meeting deadlines.
- Immediate availability is an added advantage.

How to Apply

Send your application to careers@kenyacancer.org including CV and Cover Letter with three referees and a day time telephone contact. The subject line should clearly express the position and the county choice, for example (Research Assistant – Machakos). Only short listed candidates will be contacted. Men and Youth are encouraged to apply. Applications will be reviewed and interviews conducted on a rolling basis.