



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position

PHARMACEUTICAL TECHNICIAN, KAVI - INSTITUTE OF CLINICAL RESEARCH (KAVI-ICR), ADVERT REF: AD/12/86/25 - 1 POST

The Project

KAVI – Institute of Clinical Research (KAVI-ICR) is an institute of the University of Nairobi mandated to conduct innovative and impactful health research. KAVI-ICR conducts phase I to III clinical trials of drugs and potential vaccine candidates in HIV, Ebola, Tuberculosis, and other infectious diseases. The institute also conducts observational, epidemiological and implementation science research focusing on adolescents and young women health, re-emerging pathogens and cancers.

The Position

The Pharmaceutical Technician will conduct delegated study procedures including receipt, storage, dispensing and accountability of investigational medicinal products (drugs and vaccines) in a secure pharmacy at KAVI-ICR and in accordance with study protocol, pharmacy manuals and Good Clinical Practice (GCP) guidelines.

Duties and Responsibilities

1. Shipment, receipt and acknowledgement of receipt of investigational medicinal products (IMP; drugs and vaccines) for clinical studies
2. Safe and secure storage of investigational medicinal products at KAVI-ICR IMP Pharmacy at appropriate cold chain temperatures
3. Preparation and dispensing of investigational medicinal products as per clinical study protocols, study manuals and SOPs
4. Conduct IMP accountability and maintain appropriate records
5. Perform daily temperature monitoring of KAVI-ICR IMP Pharmacies and maintain appropriate logs
6. Procurement, receipt, storage, dispensing and accountability of medicinal products (drugs) as prescribed by physicians and clinicians to sick study participants
7. Ensure maintenance and calibration of pharmacy equipment including IMP storage fridges, freezers, biosafety cabinets and temperature monitoring equipment as per SOPs
8. Communicate with Principal Investigators, study sponsors and Contact Research Organization (CROs) unblinded teams on IMP shipment, storage and accountability
9. Collect data in study case report forms and data collection tools as required by the different clinical studies
10. Respond to data queries in a timely manner in collaboration with unblinded monitoring team and the Study Pharmacist

11. Ensure safe disposal of unused investigational medicinal products and unused drugs in accordance with sponsor requirements, site SOPs and local regulatory requirements
12. Apply for import and export permits for biological materials through the KENTRADE platform and through the KPPB
13. Maintain a high level of professionalism as a blinded pharmacy staff to minimize instances of unblinding staff
14. Develop and maintain pharmacy SOPs, blinding plans and the pharmacy Quality Management Plan
15. Perform any other relevant clinical or research duties as assigned by the Pharmacist or Director, KAVI - ICR.

Job requirements/Specifications:

1. Diploma in Pharmacy or Diploma in Pharmaceutical Technology from a recognized university or college
2. Must be registered with the Kenya Pharmacy and Poisons' Board (KPPB) and present a valid practicing license
3. Must have valid Good Clinical Practice and Human Subjects Protection Training certificates
4. Must have at least (one) 1 year experience conducting vaccine clinical trials
5. Must have at least one (1) year prior experience managing investigational medicinal products (vaccines and medicinal products) including maintenance of cold chain storage
6. Must have knowledge and experience in the application process of import and export permits for biological materials.
7. Excellent written and verbal communication skills

Terms of Appointment:

This a one-year full time contract renewable based on performance and by mutual consent.

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 as well as indicating their telephone and e-mail contacts.
2. Applications and related documents be 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.
5. Late applications will not be considered.
6. Applications should be emailed to as one file in PDF: recruit-ptkavi@uonbi.ac.ke

CLOSING DATE: FRIDAY, DECEMBER 19, 2025

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