



**CENTRE for
TROPICAL MEDICINE
and GLOBAL HEALTH**



Job title	Deputy Director - Nairobi
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	KEMRI-Wellcome Trust Research Programme - Kemri-Wellcome Trust, 197 Lenana Rd, Nairobi, Kenya
Grade and salary	Research Grade 10: £65,336 - £75,439 with a discretionary range to £84,663 p.a. (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,730 per year (pro rata).
Hours	Full time
Contract type	Fixed term contract until 30 September 2030 Funding is provided by the Wellcome Core
Reporting to	Edwine Barasa, Director of the KEMRI Wellcome Trust Research Programme (KWTRP)
Vacancy reference	183722

About us	- University of Oxford - www.ox.ac.uk/about/organisation - Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk - Unit - www.tropicalmedicine.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits - An excellent contributory pension scheme 38 days annual leave - A pensionable Oxford University Weighting allowance of £1,730 per annum (pro rata) - A comprehensive range of childcare services - Family leave schemes - Cycle loan scheme - Discounted bus travel and Season Ticket travel loans - Membership to a variety of social and sports clubs - A welcoming and diverse community



**Athena
SWAN**
Silver Award



The role

Reporting to the Director for the KEMRI-Wellcome Trust Research Programme (KWTRP), you will play a leading role in the management of KWTRP and have joint responsibility, with the Director, for the development of its strategic direction. You will be expected to act for the Director in their absence. In addition, you will have primary responsibility for a programme of independent externally funded research projects and will lead a research group, delegating ongoing responsibilities, contributing to the overarching vision and managing staff performance.

Responsibilities

You will:

- Take on the role of Director of the Nairobi Programme.
- Initiate and implement elements of the Core platform, including responsibility for the funding application and for representing KWTRP to the funder.
- Manage substantial research resources and budgets.
- Initiate and implement long-term, often interdisciplinary research programmes.
- Develop new avenues of research, concepts and ideas to extend scientific strategy.
- Generate research income and actively promote specific research areas. Write funding applications for new projects and play a key role in establishing overall research strategy, including developing cross-disciplinary research and opportunities for other Principal Investigators and for the training of early-career scientists.
- Regularly write research articles for prestigious international journals, book chapters, and reviews. Present papers at international conferences, and lead seminars to disseminate research findings.
- Develop new avenues of research, concepts and ideas to extend intellectual understanding.
- Promote the research group locally and nationally, disseminate research outcomes to advance knowledge in the specialist area; represent the research group at external meetings/seminars and represent the Programme to sponsors and stakeholders.
- Carry out collaborative projects with colleagues in partner institutions, and research groups
- Chair committees and/or working groups.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Job descriptions can never be comprehensive and you may be required to undertake other similar tasks and responsibilities.

Selection criteria

Essential

- Hold a PhD/DPhil in relevant discipline
- Significant post-qualification research experience
- Extensive experience with at least senior management.
- Recognised international authority on a specific research area.
- Hold the position of head of department for one of the Programme's scientific departments
- Proven ability to attract independent funding
- Experience in leading and managing research projects and staff
- Provide evidence of an established international publication record
- Possess sufficient expertise to lead research programmes and develop new avenues of research
- Experience in engagement with major stakeholders, especially arms of Government for policy impact.
- Demonstrated high levels of confidentiality and integrity
- Excellent interpersonal, written, presentation and communication skills
- Excellent analytical and strategic thinking skills.
- Strong management, leadership, and decision-making skills
- Ability to build strong and diverse effective teams, delegation, and team motivation
- Strong skills in budgeting, design, implementation, and oversight of projects
- Ability to build productive and collaborative relationships with varied stakeholders
- Highly motivated with the ability to positively influence others

Desirable

- Experience in leading research programmes, including setting the strategic direction
- Experience in providing specialist advice to external industry, universities, or research councils
- Management committee experience

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:



- Travel outside of Europe or North America on University Business



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- [Research jobs](#)

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email. Important information for candidates



Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

